

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 19, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:02 PM by Chairperson, Martha Carr. The other member(s) present were, John Bucco, Tony DiStefano, and Sharon Ivey. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Cecille Mazzella (who left at 3:35 PM), Martha Verrington, Diane Osborne and Marie Schimmelbusch.

Reading of Minutes

- December 17, 2024 Regular Minutes

A motion was made by J. Bucco second by T. DiStefano and accepted upon roll call with Sharon Ivey recusing as she was not on the board in December.

- January 14, 2025 Regular Minutes

A motion was made by T. DiStefano second by S. Ivey and unanimously approved to accept the January 14, 2025 minutes as presented.

Bills & Communications

- Financials December 2025

A motion was made by J. Bucco second by S. Ivey and unanimously approved to accept the FY 2024 as presented by J Milne, Fee Accountant.

- Check Disbursements for January 2025

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the Check Disbursements for January 2025

- Debit Card Disbursements January 2025

A motion was made by T. DiStefano second by J. Bucco and unanimously approved to accept the Debit Card Disbursements as presented by the Executive Director.

- Payroll from January 2025

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept January 2025 Payroll as presented by the Executive Director.

- Credit Adjustments- None

Executive Director Report and Communications

- Currently there are 5 vacancies.
- Our FY 2025 budget was received back from EOHLIC as approved for both the 667 & 689 programs
- The board was given a copy of the questionnaire provided by the town for the 2024 Town Report. This was completed by the Executive Director

A motion was made by J. Bucco second by S. Ivey and unanimously approved to accept the Executive Director Report and Communications.

New Business

- Executive Director/Board Approval Regarding Wage Match, v2

A motion was made by T. DiStefano seconded by S. Ivey and unanimously approval of the Executive Director/Board Approval Regarding Wage Match, vs for FY 2024.

- The Executive Director presented the board with a revised draft of the Snow Removal Policy & Winter Plan. The draft reflects the rules that have been in effect but now would establish an official Policy. A policy would enable enforcement by the Executive Director.

A motion was made by T. DiStefano and second by S. Ivey and unanimously approved to accept the proposed draft with an amendment to include, when parking spaces are being cleared vehicles can be moved to the upward entrance of Larch Lane and past the dumpster until their parking space is cleared.

Public Input

Adjournment

The meeting adjourned at 4:06 PM upon a motion by J. Bucco second by T. DiStefano and unanimous approval. The next meeting will be held on Tuesday, March 11, 2025 @ 3:00PM