

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 13, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:02 PM by Chairperson, Martha Carr. The other members present were, John Bucco, Tony DiStefano, Elizabeth Craig-McCormack and Sharon Ivey. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants, Diane Osborne, Linda Heron and Marie Schimmelbush.

Board Reorganization

Board Positions

- **Chairperson:** Martha Carr

Motion was made by J. Bucco second by T. DiStefano nominating M. Carr and unanimously approved electing M. Carr as Chairperson.

- **Vice Chairperson :** John Bucco

Motion was made by M. Carr second by E. Craig-McCormack nominating J. Bucco and unanimously approved electing John Bucco as Vice-Chairperson

- **Treasurer:** Anthony DiStefano

Motion was made by M. Carr seconded by J. Bucco nominating A. DiStefano as Treasurer and unanimously approved electing A. DiStefano as Treasurer.

- **State Appointee:** Elizabeth Craig-McCormack

- **Member:** Sharon Ivey

Reading of Minutes

- April 8, 2024 Regular Minutes

A motion was made by J. Bucco second by E. Craig-McCormack and unanimously approved to accept the April 8, 2025 minutes as presented.

Bills & Communications

- Financials April 2025
- Check Disbursements for April/May 2025
- Debit Card Disbursements April 2025
- Payroll from April 2025
- Credit Adjustments – None

A motion was made by T. DiStefano second by E. Craig-McCormack and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- Currently there are 5 vacancies.
- Offer has been extended for unit 28 and accepted
- FYI, number of units leased up since the inception of CHAMP by year:

2024 -10	2021 – 7	2018 - 1
2023 -5	2020 - 11	
2022 – 6	2019 - 6	

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

New Business

- Board vote accepting Kitchen and Floor Décor as the Low-Bidder for FISH 327066, 689- Kitchen Replacement Project, 86 Larch Lane in the amount of \$56,934.00

A motion was made by J. Bucco second by S. Ivey and unanimously accepting Kitchen and Floor Décor as the Low-Bidder for FISH 327066, 689- Kitchen Replacement Project, 86 Larch Lane in the amount of \$56,934.00

- Board vote accepting Apex Equipment, LLC as the Low-Bidder for FISH 327064, SUST Parking Lot Re-grading for Drainage in the amount of \$161,437.75

A motion was made by T. DiStefano second by J. Bucco and unanimously approved to accept Apex Equipment, LLC as the Low-Bidder for FISH 327064, SUST Parking Lot Re-grading for Drainage in the amount of \$161,437.75.

- Board vote to accept the 2025 revised Income Limits for admission to state-aided public housing.

A motion was made by E. Craig-McCormack second by J. Bucco and unanimously approved to accept the 2025 revised Income Limits for admission to state-aided public housing.

Public Input

Adjournment

The meeting adjourned at 3:41 PM upon a motion by T. DiStefano second by S. Ivey and unanimous approval. The next meeting will be held on Tuesday, June 17, 2025 @ 3:00PM