

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 17, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:03 PM by Chairperson, Martha Carr. The other members present were, John Bucco and Tony DiStefano. Also, present, Paula Mountain, Executive Director, Admin Assistant, Tammy Ryan, and tenants Diane Osborne.

Reading of Minutes

- May 13, 2025 Regular Minutes

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the May 13, 2025 minutes as presented.

Bills & Communications

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

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- Currently there are 4 vacancies.
- Most rent reviews have been completed

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

New Business

- Board members were presented with the paperwork to update the signature card(s) for Salem Five removing Susan Herrick and Suzanne Thomas and adding John Bucco and Anthony DiStefano to accounts 881302012, 883571234 and 886428861
- Update signature card for MMDT to add Martha Carr only
- Review quote from Automatic Laundry for new contract on 3 new washers on 3 new dryers. Review, base price and revenue share.

Option 1

Option 2

All New 2020 Speed Queen Quantum® Laundry Equipment	3– Speed Queen Quantum® FRONT Load Washers- 3-Speed Queen Quantum® Dryers 1-Cash to Card system 100-Laundry cards	3– Speed Queen Quantum® FRONT Load Washers- 3-Speed Queen Quantum® Dryers 1-Cash to Card system 100-Laundry cards
Suggested Base Vend Prices	\$1.25 –Washer and dryer	\$1.50 –Washer and Dryer
Revenue Share-Paid to the Wenham HRA	50% of laundry income	55% of laundry income
Lease Term	5 years	5 years

The Executive Director noted that there are some housing authorities who own the equipment.

The WHA has not increased the cost to wash or dry laundry in 10 years

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to proceed with Option 2 with Automatic Laundry for a 5 year lease increasing the cost to \$1.50 per wash and dry with at revenue share paid to the WHA of 55% of laundry income.

Public Input

Adjournment

The meeting adjourned at 3:35 PM upon a motion by J. Bucco second by T. DiStefano and unanimous approval.

There will be no meeting held in July 2025.

The next meeting will be held on Tuesday, August 5, 2025 @ 3:00PM