

**WENHAM HOUSING AUTHORITY**  
**LARCH LANE**  
**MINUTES**  
**August 5, 2025**  
**3:00 PM**

**Roll Call**

The meeting was called to order at 3:00 PM by Chairperson, Martha Carr. The other members present were, John Bucco, Elizabeth Craig-McCormack, Sharon Ivey and Tony DiStefano. Also, present, Paula Mountain, Executive Director, and tenants Diane Osborne and Cecille Mazzella.

**Reading of Minutes**

- June 17, 2025 Regular Minutes

A motion was made by E. Craig-McCormack second by J. Bucco and unanimously approved to accept the June 17, 2025 minutes as presented.

**Bills & Communications**

- Financials June 2025
- Check Disbursements for July & August 2025
- Debit Card Disbursements July & August 2025
- Payroll from June & July 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**

- 5 Vacancies (Three 2<sup>nd</sup> floors, One 1<sup>st</sup> floor, One Handicapped unit)
- The Maintenance Supervisor will be on vacation from August 6-20. Tom Boucher part-time maintenance/groundskeeper will be covering.
- The Executive Director will be on vacation August 22-29.
- New washers & dryers were installed on August 4th
- 86 Larch Lane kitchen project began with demolition today, August 5<sup>th</sup>

A motion was made by E. Craig-McCormack second by T. DiStefano and unanimously approved to accept the Executive Director Report and Communications.

**New Business**

- The housing authority has a permanent seat on the CPC. The board needs to nominate a member to participate on this very important committee. The housing authority seat has been vacant for some time. In July 2024 the board tabled the discussion until the WHA had a full board of 5. At the time the 3 members were not interested in fulfilling the position.

The board members had questions regarding time commitment and if the meetings were in person or zoom. The Chair ask the Executive Director to reach out to Rick Woodland, Chair of the CPC, to get clarification and put the item back on the agenda for the September 2025 meeting.

**Public Input**

**Adjournment**

The meeting adjourned at 3:52 PM upon a motion by T. DiStefano second by J. Bucco and unanimous approval.

The next meeting will be held on Tuesday, September 9, 2025 @ 3:00PM

Each board member was given a hard copy of the draft Annual Plan to review for the September meeting.