

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 9, 2025
3:00 PM**

Roll Call

The meeting was called to order at 3:01 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, Administrative Assistant, Tammy Ryan and tenants Diane Osborne, Cecille Mazzella, Marie Schimmelbush, Martha Verrington, Cheryl Ambrogio, Dorrie Kimkaren and Kim Smith arriving at 3:23 PM.

Reading of Minutes

- August 5, 2025 Regular Minutes

A motion was made by J. Bucco second by E. Craig-McCormack and unanimously approved to accept the August 5, 2025 minutes as presented.

Bills & Communications

- Financials July & August 2025
- Check Disbursements for August & September 2025
- Debit Card Disbursements August 2025
- Payroll from August 2025
- Credit Adjustments – None

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

Executive Director Report and Communications

- 5 Vacancies (Three 2nd floors, One 1st floor, One Handicapped unit) Screening/ 2 list pulls
- 86 Larch Lane kitchen project is essentially complete
- The board is being given a copy of the letter from Secretary, Edward Augustus

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

New Business

- Review of the proposed WHA FY 2026 Annual Plan

Residents and the general public are invited to review the Annual Plan before the hearing and may submit public comments. Copies of the proposed plan have been made available in the community hall.

The Authority shall consider the concerns regarding needs and priorities and incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management.

The Executive Director reviewed the Annual Plan that had previously been given to the board for their review.

Board Member- John Bucco had no comments on the plan as presented.

Board Member- Elizabeth Craig- McCormack commented on investigating solar in the future.

Board Chairperson- Martha Carr had no comments on the plan as presented.

Board Member- Tony DiStefano had no comments on the plan as presented.

Board Member- Sharon Ivey had no comments on the plan as presented.

Public Input

Comments may be submitted orally at the hearing, by emailing the housing authority office, or by submitting written comments at the housing authority office. Comments must be received no later than the closure of the public hearing.

- Tenant- Dorrie Kimkaren- brought up the possibility of replacing the kitchen exhaust fans. The Executive Director stated that it would be noted for the future CIP. The director noted that units that have kitchen windows with wall exhaust fans had the kitchen window replaced in 2024. This was done with the intent of making it easier for the tenant to open the window for additional ventilation.
- Tenant Kim Smith- brought up the condition of the sidewalks. The Executive Director stated that the sidewalks were repaved in 2012. Ms. Smith specifically mentioned areas that were cut for the fire alarm replacement project and cracks. The ED stated that those areas that were “cut” were repaired appropriately. The expectation of walkways without any cracks is not a reasonable expectation.

A motion was made by T. DiStefano seconded by J. Bucco and unanimously approved to accept the Annual Plan as presented.

Old Business

At the August, 2025 meeting the board tabled the discussion about the permanent seat on the CPA committee . They asked that the Executive Director reach out to Rick Woodland, Chair of the CPA with the following questions.

1. Time commitment?
2. Are the meetings in person or remote?

The Executive Director emailed Mr. Woodland on August 6, 2025 and as of September 3, 2025 has not received a reply. A phone call was placed on September 3rd to Mr. Woodland. This item is being placed on this agenda in hopes that a reply is received by September 9th board meeting.

The housing authority has a permanent seat on the CPA committee. 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

A motion was made by T. DiStefano seconded by J. Bucco and unanimously approved to table a vote until Mr. Woodland responds to the question if the meetings are in person or remote.

Adjournment

The meeting adjourned at 4:25 PM upon a motion by J. Bucco second by T. DiStefano and unanimous approval.

The next meeting will be held on Tuesday, October 14, 2025 @ 3:00PM