

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES**

**August 11, 2026
3:00 PM**

Roll Call

The meeting was called to order at 3:02 PM by Chairperson, Marty Carr. The other members present were, Elizabeth Craig-McCormack, Sharon Ivey, Tony DiStefano and John Bucco. Also present, Paula Mountain, Executive Director, tenants Martha Verrington, Diane Osborne, and Wenham residents Don & Linda Luxton.

Reading of Minutes

- June 9, 2026 Regular Minutes

A motion was made by J. Bucco second by T. DiStefano and unanimously approved to accept the June 9, 2026 minutes as presented.

Bills & Communications

- Financials June 2026
- Check Disbursements for July & August 2026
- Debit Card Disbursements June & July 2026
- Payroll from June & July 2026
- Credit Adjustments – None

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

Executive Director Report and Communications

- 3 Vacancy – 2nd floors
- A site meeting was held on July 29th with EOHLC Construction Advisor and Staff Landscape Architect, the designing Civil Engineer regarding the rain garden and paving. A new site contractor has been selected and will start re-doing the Rain garden the first week of September. Unfortunately, we have not heard back from the original paving contractor. He stated he needed to come out and take samples. This seems to be in the hands of Bob Watt, our Construction Advisor with EOHLC at this point.
- Casey McCormack gave his notice, and his last day was June 22nd. He went back to Peabody HA.
- A new Maintenance Mechanic will be starting on September 1, 2026. His name is Tom Dobbins. He lives in Lynn, and has a full maintenance background.
- We will be having our AUP (Agreed Upon Principles Audit) on Wednesday, August 12, 2026.

- The Executive Director will be on vacation August 18-September 1.

A motion was made by J. Bucco second by E. Craig-McCormack and unanimously approved to accept the Executive Director Report and Communications as presented.

New Business

- A board vote for the Administrative Fee of \$9964.50 which represents 210 additional hours outside regular hours at a rate of \$47.45 per hour to the Executive Director for hours work on FISH 327064, Driveway Drainage Project.

A motion was made by J. Bucco second by E. Craig-McCormack and unanimously approved to reimburse the Executive Director \$9964.50 for 210 hours at the ED rate of \$47.45 for outside regular hours performed on the Driveway Drainage Project.

- The board was previously presented (June 2026) with a Proposed Public Input Policy authored by Attorney Jonathan Driscoll for review.

After review and with no requests for alterations a motion was made by T. Distefano second by S. Ivey and unanimously approved to adopt the Public Input Policy as presented.

- On July 29, 2026 the Executive Director presented the board and Wenham's Housing Management Specialist with a letter of intent to retire effective September 30, 2026. The Executive Director explained there are two possibilities the WHA could go for selecting a replacement. One would be to advertise for the position of Executive Director and the steps per EOHLC would be as follows:

1. **Revise Executive Director Job Descriptions in compliance with PHN 2021-03**
2. **Draft an advertisement.**
3. **Sent advertisement to EOHLC- Housing Management Specialist for review prior to publication.**
4. **Board to form a Selection Committee to screen candidates and make recommendations**
5. **Of the selected candidate(s) to the board**
6. **After the candidate is selected and a contract is executed, must be submitted to EOHLC for its review and approval at least 60 days prior to effective date.**

Or the WHA could enter into a Management Agreement with a larger housing authority. Such as Danvers, Peabody, Ipswich, or Beverly. Outreach needs to be done to gauge interest.

The Executive Director stated that the WHA is a bit of a unicorn in that smaller authorities are entering into agreements. Salisbury, Essex, Manchester, Hamilton, Topsfield are all in such arrangements currently. It is difficult to find a qualified candidates interested in 26 hrs for in essence a full-time position who have the necessary knowledge base needed. Not impossible but a challenge. The responsibilities have increased substantially of the years and it may prove to be a smoother operational transition without major interruptions. It would however be different and in the end the Wenham Housing Authority would still be in charge.

A motion was made by J. Bucco second by E. Craig-McCormack and upon roll call all unanimously directing the Executive Director to reach out to local housing authorities to gauge possible interest in entering into a management agreement. The Executive Director will attempt reaching out to local HA's, Beverly, Peabody, Danvers, Ipswich and Newburyport.

Old Business

Public Input –None

Adjournment

The meeting adjourned at 4:10 PM upon a motion by E. Craig-McCormack second by J Bucco and unanimous approval.

The next meeting will be held on Tuesday, September 8, 2026 @ 3:00PM

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