

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 10, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Vice-Chairperson Bruce Blanchard. Other member(s) present were Suzanne Thomas, Arthur Burt was present via conference call. Illness prevented him from physically attending and per the Open Meeting Law and the Town of Wenham adopting remote participation Mr. Burt was present on a conference call. Also present, Paula Mountain, Executive Director and tenants Virginia Driez, Marie Williams, Susan Herrick, and Bob Warner. Tenant Marilyn McCarthy arrived at 7:18 PM

Reading of Prior Minutes

- The Minutes from December 14, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by A. Burt .

Bills and Communications

- Check Disbursements for January, 2018
- Check Disbursements for December 2017 Revised
- Debit Card Disbursements for December, 2017
- Payroll from December, 2017
- Financials for December, 2017 – Not available this month
- Credit Adjustments

The above bills and communications were unanimously accepted upon a motion by A. Burt and second by S. Thomas.

Executive Director Report and Communication

- Board was presented with a copy of the 2017 Town of Wenham Report
- Vacancy Update:
 - Unit 65 vacant
 - Unit 37 will be vacating
- Executive Director will be attending the New England Regional Conference for NAHRO Feb 4-7, 2018

The above Executive Director Report and Communications were unanimously accepted upon a motion by S. Thomas and second by A. Burt.

New Business

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to allow the Executive Director to carryover from FY 2017 to FY 2018 of 55.45 comp hours.
- A motion was made by S. Thomas, second by A. Burt and unanimously approved payout to the Executive Director 1 week of vacation hours (24 hrs) from FY 2017.

- Board members S. Thomas, A. Burt and B. Blanchard gave the Executive Director their responses to MA NAHRO's Tenant Board Member in Towns survey questions.
- A motion was made by S. Thomas, second by A. Burt and unanimously approved to accept the 2017 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.
- A motion was made by S. Thomas, second by A. Burt and unanimously approved to accept the top 5 highest paid employees from 2017.
- Board was presented with the FY 2018 Executive Director Salary Calculation Worksheet. Discussion tabled until February, 2018 meeting.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, February 14, 2018 @ 7:00 p.m.
- The meeting adjourned at 7:25 PM upon a motion by S. Thomas, second by A. Burt and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary