

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
October 12, 2016  
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Don Luxton. Other member(s) present were Suzanne Thomas, Bruce Blanchard and Arthur Burt. Also present, Paula Mountain, Executive Director and tenant Susan Herrick

**Reading of Prior Minutes**

- The Minutes from September 13, 2016 Regular Session Meeting was unanimously approved upon a motion by S. Thomas and seconded by B. Blanchard.

**Bills and Communications**

- Check Disbursements from October, 2016
- Debit Card Disbursements from September 2016
- Payroll from September, 2016
- Financials from September, 2016
- Credit Adjustments - None

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

**Executive Director Report and Communications**

- Vacancy Update: Unit 46 was leased up effective September 27<sup>th</sup>  
Unit 20 (first floor) Transferred to Unit 14 on September 30th  
Unit 64 (second floor) vacated on October 1st
- Tree work in the Ayer Building courtyard was done on October 11<sup>th</sup> by Cicoria. However, they will be returning in the next few weeks to either cable or insert a rod in a split limb of the cherry tree.
- The board was informed that the kick-off meeting for the back door replacement project was held on September 23<sup>rd</sup>. The project is due to be completed on December 24, 2016.
- The board was updated on Boston Business; John Carr's who was arraigned on September 22, 2016. He is next to appear in Suffolk County Superior Court on October 24, 2016 for a Pre-Trial Conference. Again, we do not need to be present but can if we would like.
- The board was made aware that the Tenant Satisfaction Survey which is mandated by Chapter 235, "An Act Relative to Local Housing Authorities" and the time frame for ch. 667 housing. Because the number of units is great, the surveying will be split over three years. The random selection of Wenham Housing residents will be surveyed either in the fall of 2017 OR the fall of 2018. The WHA was not included in the first round that was sent out in September of 2016.

- The board was made aware of Public Housing Notice 2016-29 "Changes Pertaining to Veterans" that was issued October 5, 2016 and the subsequent October 7, 2016 email directing all LHA's to "hold off" implementation until another Public Housing Notice is released with guidance on implementation.
- The board was informed of the \$242.00 fee that was assessed for unit 46 through the new Vacancy Reporting System. How DHCD will be collecting on the fee is yet to be determined.

### **New Business**

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept WHA's Guidelines for Handling Wage Match Information.
- The board was presented with the investment options provided by Salem Five. Dennis Barnett of Salem Five presented the WHA with what they can offer other than investment accounts that would see a higher yield on the WHA's funds. Presently the WHA has a Business Interest Checking Account that yields a rate of .10%. The other option is a Business Star Money Market Account that would yield a rate of .60%. Both accounts could be kept with the availability of making transfers from one to the other like the current debit account. After discussion a motion was made by A. Burt, second by S. Thomas and unanimously approved to direct the Executive Director to open a Business Star Money Market Account.

### **Old Business**

- The board was presented with an Appointment Certificate for their signature appointing Arthur Burt to represent the WHA on the Community Preservation Committee. This vote was taken at the June 9, 2016 regular board meeting. Signatures required are from the members present who voted at that meeting. They being Donald Luxton, Bruce Blanchard, Suzanne Thomas and Elizabeth Craig-McCormack.

### **Adjournment**

- The meeting adjourned at 7:55 pm upon a motion by A. Burt and second by S. Thomas and unanimous approval. The next board meeting is scheduled for Wednesday, November 9, 2016 @ 7:00 p.m.

Respectfully Submitted,  
*Paula Mountain*,  
Secretary