

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
October 8, 2015  
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Elizabeth Craig-McCormack and Suzanne Thomas. Also present, Executive Director, Paula Mountain.

**Reading of Prior Minutes**

- The Minutes from September 10, 2015 Regular Session were unanimously approved upon a motion by S. Thomas second by E. Craig-McCormack after a correction in when the next board meeting would be held. The draft said September 10, 2015 and it should be October 8, 2015.

**Bills and Communications**

- Disbursements from October, 2015 were reviewed and discussed
- Payroll from September, 2015 was reviewed and discussed
- Financial Statement from September, 2015 was reviewed and discussed

The above bills and communications were unanimously accepted upon a motion by E. Craig-McCormack and second by S. Thomas.

**Executive Director Report and Communications**

- All units are currently occupied
- The new laundry equipment has been installed and the tenants seem to be very happy with the machines and the freshly redone laundry room.
- The tub surround project has a punch list to be completed. This includes the corner shelf, soap dish and cove base. We also had an electrical issue in unit 25 due to contractor error. The contractor will be responsible for the cost of repairs.
- The Executive Director, A. Burt and D. Luxton met with Paul Ricker regarding at his request, regarding the invoice he submitted for work done at 85 Larch Lane back in June 2015. Mr. Ricker was again informed that he must complete the Weekly Payroll Record and Certification in order for a payment to be processed. This is per the Commonwealth of MA not the WHA. Without these documents payment cannot be made.

**New Business**

- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to authorized Change Order 02 for Solid Surface Corner Shelves for each of the 10 bathrooms in FISH 327029 not originally included in the project in the amount of \$927.50
- Executive Director presented the board with a DRAFT Debit Card Policy for review. A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved to table discussions on the DRAFT Debit Card Policy until the November meeting at which time there will hopefully be a full board present.
- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept the Budget Revision as presented by the Executive Director with a vote of 3 Ayes and 0 Nays.

**Old Business**

- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept the 3<sup>rd</sup> revision of the No Smoking Lease Addendum.

**Adjournment**

- The meeting adjourned at 8:02 PM upon a motion by E. Craig-McCormack and second by S. Thomas. The next board meeting is scheduled for November 12, 2015 @ 7:00 p.m.

Respectfully Submitted,  
*Paula Mountain,*  
Secretary