

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
November 12, 2015  
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Bruce Blanchard, Arthur Burt and Suzanne Thomas. Also present, Executive Director, Paula Mountain.

**Reading of Prior Minutes**

- The Minutes from October 8, 2015 Regular Session were unanimously approved upon a motion by A. Burt and seconded by B. Blanchard.

**Bills and Communications**

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

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

**Executive Director Report and Communications**

- Currently there is one unit vacant, #69. We are expecting unit 31 to vacate by November 30, 2015.
- The office will be closed on Tuesday, November 17, 2015. The Executive Director will be attending the Fall MA NAHRO Conference
- The Executive Director has completed and passed the Public Contracting Overview with the IG's office towards the MCPPO Certification
- Project Updates
  1. Tub Surround Progress: We are awaiting shelving from the contractor which will then need to be installed and Substantial Completion and Final Completion paperwork.
  2. Mailbox Unit Replacement: We are expecting to begin work any day. The mailboxes are in and stored in the barn and we are awaiting Mike Bennett to sign the contract to begin.
- The inspections of all apartments units have been completed. These were done over the course of 2 days, October 21<sup>st</sup> & 23<sup>rd</sup>.

**New Business**

- A motion was made by A. Burt, second by B. Blanchard and unanimously approved to accept the Annual Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for board signatures.
- A motion was made by B. Blanchard, second by A. Burt and unanimously approved to accept the 2016 Annual Engagement Contract with Milne, Shaw & Robillard.

- The Executive Director is requesting an increase in hours from 24 to 32 hours per week. After a discussion of financial impact and the solid performance of the housing authority and Executive Director a motion was made by B. Blanchard, second by S. Thomas and unanimously approved to support an increase in the Executive Director's hours from 24 to 32 hours per week. This will be submitted as part of the FY 2016 budget.
- The board was presented with a proposed WHA No Smoking Policy. With no questions from the members a motion was made by B. Blanchard, second by A. Burt and unanimously approved to adopt the policy as written.

### **Old Business**

- The board was presented with a
- WHA Debit Card Policy. The Executive Director is proposing this policy to tighten the vote of November 2009 in which the board authorized the then Executive Director to obtain a Debit Card. A written policy however was never done. A motion was made by B. Blanchard, second by A. Burt and unanimously approved to accept the Debit Card Policy as written.
- Effective November 1, 2015 the WHA is officially non-smoking within 25 feet of all buildings. As such the DHCD approved Lease Addendum and WHA No Smoking Policy will be presented to all tenants for their signatures.

### **Adjournment**

- The meeting adjourned at 8:31 PM upon a motion by A. Burt, second by B. Blanchard. The next board meetings are scheduled for December 10, 2015 and January 7, 2015 @ 7:00 p.m.

Respectfully Submitted,  
*Paula Mountain,*  
Secretary