

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 9, 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 Bob Warner.

Reading of Prior Minutes

- The Minutes from October 12, 2016 Regular Session meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

Bills and Communications

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

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

Executive Director Report and Communications

- The board was updated on the PMR review and the possible need for budget revisions due to a +/- 10% difference in the budget totals on the operating statement.
- Vacancy Update: Unit 64 was leased up effective leased on November 4, 2016
Unit 20 (first floor) Transferred to Unit 14 on September 30, 2016
Unit 71 (second floor) vacated on November 1, 2016
- Cicoria Tree returned November 9th to install bracing to the cherry tree in Ayer building courtyard. All planned tree work for FY 2016 is completed.
- The board was brought up to date on the door project: Contractor is still waiting on the doors to come in.
- The board was informed that there will be a Pre-Trial Conference on February 23, 2017 for Boston Business, John Carr. We are not required to appear but are welcome should we choose to.
- The board was presented with the RCAT Advisory Board Election Nominations. The Executive Director has asked that each member review each nominee and select the order of which they would like to nominate. The Executive Director asked that each board member complete and return their selections as soon as possible. The Executive Director, as the “authorized voter”, will vote on behalf of the housing authority. Voting must be completed by December 2, 2016.

- The Executive Director updated the board members on the changes in Veteran's Preferences and rent calculation. These changes were effective October 6, 2016. The following is a highlight of the changes:
 1. The changes in elderly housing apply not only to new applicants but also to applicants that are currently on the waiting list.
 2. Applicants must provide a DD214 with their application. Applicants on the waiting list must also submit the DD214 to get a veteran preference.
 3. If a LHA implemented the \$1800 annual exclusion for veteran tenants prior to the change in the law; this exclusion will remain in effect until DHCD promulgates regulations or until the next rent recertification.
 4. The \$1800 exclusion is now on a monthly income basis not annual. The Act says to exclude income from 100% disability veteran's benefits of more than \$1800 per month.
- The Executive Director held the Tenant CIP meeting on November 2, 2016.
- The board was presented with some possible projects for the upcoming CIP session:
 1. Replace cement walkways with pavement for consistency
 2. Paint front & back halls of all tenant buildings
 3. Replace flooring in the front & back halls of all tenant buildings
 4. Fill cracks in the driveway & sidewalks and seal
 5. Restripe parking & driveway area
 6. Remove tubs and replace with ADA compliant roll in showers in all 4 handicapped units
 7. Replace the intercom systems in the tenant buildings
 8. Evaluate pull cord system

New Business

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the new income guidelines that took effect August 1, 2016 which were sent out by DHCD on 10/21/2016

Old Business

- Board signatures were required to open a Business Star Money Market Account at Salem Five. A motion was made by B. Blanchard second by S. Thomas and unanimously approved to move \$300,000 from the current Business Interest Checking Account at Salem Five to a Business Star Money Market account at Salem Five.
- Board signatures required for the top 5 highest paid employees from 2015. This was done January 2016 but DHCD has created a new form and the original signatures from January 2016 need to sign again.

Adjournment

- The meeting adjourned at pm upon a motion by A. Burt and second by S. Thomas and unanimous approval. The next board meeting is scheduled for Tuesday, December 13, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
 Secretary