

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 10, 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, Elizabeth Craig-McCormack and Suzanne Thomas. Also present, Executive Director, Paula Mountain and Jenna Milne

Reading of Prior Minutes

- The Minutes from November 12, 2015 Regular Session was unanimously approved upon a motion by A. Burt and seconded by B. Blanchard.

Bills and Communications

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

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

New Business

- Jenna Milne, WHA Fee Account, presented the proposed FY16 budget. Areas highlighted were the increase in the Executive Director's hours from 24 to 32 and adding the Administrative Assistant to the Essex County Retirement System. This is able to be done since the person in this position currently, Jessica Sadoway, works 16 hours for WHA and also works 18 hours for Hamilton Housing. Retirement benefit eligibility is based on the combination of hours under the same retirement system. A motion was made by A. Burt, second by B. Blanchard and unanimously approved to accept the FY16 budget as proposed with a vote of 5 Ayes and 0 Nays.
- ABNCO has submitted a Certificate of Substantial Completion for the Tub Surround Project, FISH 327029. A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the Certificate of Substantial Completion with a vote of 5 Ayes and 0 Nays.

Executive Director Report and Communications

- Currently there are two vacancies, unit 69 and unit 31. There will be an administrative transfer from a second floor tenant to unit 69. As a result there will be two second floor units to fill.
- The board was presented with the new signature cards for the New Debit Card Account.
- The board was informed of the Formula Funding award amount, \$91,653, for FY18.
- The Executive Director informed the board that the No Smoking Lease Addendum and No Smoking Policy were mailed out to every tenant with a request for its return to the office by December 31, 2015.
- The board was brought up to date on the status of the mailbox conversion. We are awaiting the USPS to complete the installation of the necessary locks for the new mailboxes. After this is completed all tenants will be issued new mailbox keys.
- The Executive Director has completed and passed the 2nd class, Design & Construction Contracting, towards the Inspector General's MCPPO Certification.
- The board was given a quick update on the Fall Conference. Specifically, as it pertains to the auditing and DHCD's Performance Monitoring Management Review.

Old Business

The board was informed that a letter was sent to G.H. Ricker, informing them that all supporting documentation necessary to process any outstanding invoice must be received by December 31, 2015 in order to be processed. If they are not received the matter will be considered closed.

Adjournment

- The meeting adjourned at 8:10 pm upon a motion by B. Blanchard, second by S. Thomas. The next board meeting is January 7, 2015 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary