

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 10, 2019
7:00 PM**

Roll Call

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Susan Herrick, Elizabeth Craig-McCormack, and Suzanne Thomas. Also, present, Paula Mountain, Executive Director, Jenna Milne arrived at 7:10 PM. Also, the following tenants Marie Williams, Bob Warner, Tracey Metzger, Virginia Drieze and Cynthia Nutter who arrived at 7:30 PM

At the call of the meeting and prior to official business there was a moment of silence in memory of Arthur Burt.

Reading of Minutes

- November 12, 2019 Regular Session

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the November 12, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for December 2019
- Debit Card Disbursements December 2019
- Payroll from December 2019
- Financials for November 2019
- Credit Adjustments requested - NONE

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- ❖ Update board on fire in Sargent building (units 59, 60, 63,64) insulation, electrical, fire alarm is being done or has been completed. Dry wall will be done this week. Target of January -February 2020 still stands.
- Vacant Units
 - Unit 2 vacated on December 1, 2019

New Business

- The board was presented with the Executive Director Salary Calculation Worksheet.

After reviewing, a motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the salary for the Executive Director of \$53,743 per the Salary Calculation Worksheet.

- Jenna Milne presented the FY 2020 proposed budget. After review a motion was made by E. Craig-McCormack

second by S. Thomas and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the FY2020 budget as presented.

- The board recognized the passing of Arthur Burt and his contribution to the Wenham Housing Authority. A voluntary contribution from board members will be taken and a donation will be made to the Gordon Setter Rescue in Arthur's name.

Old Business

Adjournment

The meeting adjourned at 8:06 PM upon a motion by S. Herrick and second by S. Thomas

The next meeting will be held Tuesday, January 14, 2020 @ 7:00 PM