

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 13, 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, Jenna Milne, WHA Accountant and tenant Susan Herrick. Elizabeth Craig-McCormack arrived at 7:02 PM.

Reading of Prior Minutes

- The Minutes from November 9, 2016 Regular Session board meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

New Business

- Jenna Milne, WHA Accountant, presented the board with the proposed budget for FY2017. After review and discussion a motion was made by A. Burt, second by E. Craig-McCormack and unanimously accepted to approve the budget for FY 2017 as present with a vote of 5 Ayes and 0 Nays.
- Ms. Milne also presented financial information for November, 2016.

Bills and Communications

- Check Disbursements from November, 2016
- Debit Card Disbursements from November 2016
- Payroll from October, 2016
- Credit Adjustments - None

The above bills and communications as well as the November, 2016 financial statement were unanimously accepted upon a motion by B. Blanchard and S. Thomas.

Executive Director Report and Communications

- Vacancy Update: Units 20 & 71 were leased up on 12/9/16. Currently there are no vacant units.
- The board was informed that the doors for the replacement project are in. The contractor was looking to start on 12/15/16 however, it is expected work will commence on 12/19/16.

New Business

- The Executive Director presented the board with the proposed 2017 Capital Improvement Plan (CIP). Each member received Excel spreadsheets with proposed and prioritized projects. After reviewing, a motion was made by A. Burt, second by S. Thomas and unanimously approved with a vote of 5 Ayes and 0 Nays to accept the CIP as presented.
- The board was presented with a reduced scope cost from Nangle Engineering, for FISH 327041. The scope is for the ground fault (find and repair) and the control panel replacement. A motion was made by A. Burt, second by B. Blanchard and unanimously approved to accept the scope as present for FISH 327041.

Old Business

Adjournment

- A. Burt informed the board that he will be unable to attend the January board meeting.
- D. Luxton informed the board that he will be away from January to April, 2017. He will be back for the April, 2017 meeting.
- The meeting adjourned at 8:12 PM upon a motion by B. Blanchard, second by E. Craig-McCormack and unanimous approval. The next board meeting is scheduled for Wednesday, January 11, 2017 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain
Secretary