

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
December 14, 2017
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Don Luxton. Other member(s) present were Suzanne Thomas, Arthur Burt, Bruce Blanchard and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director and tenants Virginia Driez, Marie Williams, Carol Kirby, Susan Herrick, Carol Rawlston, Tracey Metzger and Bob Warner.

Reading of Prior Minutes

- The Minutes from November 8, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack .

Bills and Communications

- Check Disbursements for December, 2017
- Debit Card Disbursements for November, 2017
- Payroll from November, 2017
- Financials for November, 2017
- Credit Adjustments

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

Executive Director Report and Communication

- Vacancy Update:
 - Unit 31 has been leased up effective 12/8/17
 - Unit 8 is in the process of being turned over and screening has begun
 - Effective 1/1/18 Unit 65
- Radio Master box connection is completed as of 12/13/17
- Ground fault has been repaired and is showing that it is operational
- *Tenant CIP meeting is scheduled for Wednesday, December 20, 2017 (late addition)*
- We have still not received Budget Guidelines from the State

The above Executive Director Report and Communications were unanimously accepted upon a motion by B. Blanchard and second by S. Thomas.

New Business

- The Board was presented with the proposed 2018 Capital Improvement Plan. Following a discussion a motion was made by A. Burt second by B. Blanchard and unanimously approved with a vote of 5 Ayes and 0 Nays to accept the 2018 Capital Improvement Plan as presented.
- The Board was presented with a proposed 5 year service agreement from Hiltz Disposal. Following discussion a motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to accept the proposed 5 year service agreement with Hiltz Disposal.

- A reminder was given from the Wenham Town Clerk about each board members end of year campaign finance requirement.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, January 10, 2018 @ 7:00 p.m.
- The meeting adjourned at 7:58 PM upon a motion by B. Blanchard, second by S. Thomas and unanimous approval.
- Don Luxton noted that he will be away for the meetings in January, February and March 2018. He will be back in April 2018.

Respectfully Submitted,
Paula Mountain
Secretary