

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 11, 2016
7:00 PM**

The Meeting was called to order at 7:00 PM by Vice- Chairperson Bruce Blanchard. Other member(s) present were Suzanne Thomas. At 7:02 PM Elizabeth Craig- McCormack arrived followed by Art Burt at 7:03 PM. Also present Paula Mountain

Reading of Prior Minutes

- The Minutes from January 7, 2016 Regular Session was unanimously approved upon a motion by A. Burt and seconded by S. Thomas.

Bills and Communications

- Check Disbursements from February, 2016 were reviewed and discussed
- Debit Card Disbursements from January & February 2016 were reviewed
- Payroll from January, 2016 was reviewed and discussed
- Financial Statement for December 2015 & January 2016 were reviewed and discussed

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

Executive Director Report and Communications

- Vacancy Update: A unit offer was extended on unit 48 and will be leased up ASAP
- The board was given a copy of the Fire Chief's letter that was sent to DHCD as it pertains to the Fire Alarm Replacement. Also, a copy of the email dated January 19, 2016 from Robbie Strongin regarding the likely thought process and approach pertaining to the fire alarm replacement.
- The board was given a copy of PHN 2016-02 RCAT Program Waiver. The Executive Director informed the board that an inquiry was made to Rich Brouillard about one of the requirements to opt out of the RCAT. This being the Executive Director must be full-time. Is this an absolute and the response is YES. Wenham is not eligible to opt out because of this requirement. This is very disappointing.
- The board was informed that Jessica Sadoway has been offered 32 hours with Ipswich Housing and as a result will only be here on Fridays until a replacement is found. As the rent review packets have gone out it is likely it will be summer before a suitable replacement will be found due to the necessary training and time restraints.

New Business

- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to approve for signatures the FY 2015 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.
- A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved to pay the Executive Director \$1000 in an incentive payment for the election to not receive Health Benefits for FY16. (Note: although this was in place in previous years it was never brought to the attention of the Executive Director and as a result to the board for a vote in those budget years. Retroactive reimbursement for 2013, 2014 and 2015 are not allowed).

- The board was asked to resign the 2014 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws. The original was submitted to Housing Specialist, Melanie Loveland-Hale and has been misplaced.

Old Business

Adjournment

- The meeting adjourned at 8:12 pm upon a motion by S. Thomas, second by E. Craig-McCormack. The next board meeting is March 10, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary