

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 18, 2020
7:00 PM**

Roll Call

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Mark Carleo, Elizabeth Craig-McCormack, and Suzanne Thomas. Also, present, Paula Mountain, Executive Director and the following tenants, Virginia Drieze, Bob Warner, Marie Williams, Bill Hardigan, and Tracey Metzger.

Reading of Minutes

- January 14, 2019 Regular Session

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

Bills & Communications

- Check Disbursements for February 2020
- Debit Card Disbursements January 2020
- Payroll from January 2020

A motion was made by S. Thomas and second by E. Craig-McCormack and unanimously approved to accept the February Check Disbursements, January Debit Card Disbursements and January Payroll as presented.

- Credit Adjustments requested - \$9.26
 - ❖ Kittredge, Peter \$7.94
 - ❖ Lackey, Dawn \$1.00
 - ❖ Verrington, Martha \$0.32

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

- Financials for December YE 2019, Board Vote Certification of Year End Financial Statements and Tenant Account Receivables

A motion was made by S. Thomas and second by E. Craig-McCormack and unanimously approved to accept the 2019 Year End Financial Statement as presented.

- Financials for January 2020

A motion was made by S. Thomas and second by E. Craig-McCormack and unanimously approved to accept the financial statement for January 2020 as presented.

Executive Director Report and Communications

- ❖ Update board on fire in Sargent building (units 59, 60, 63,64)
 - Insurance update- Received insurance reimbursement of \$15,470.18. We will still be expecting rental revenue from February 2020 (\$1448.00) and possibly March.
 - *After the agenda was made the Executive Director was informed on Tuesday, February 18, 2020 that the linoleum flooring which is in units 59 & 60 tested “hot” for asbestos. These floors are outside of the insurance reimbursement. As they are both being turned over for occupancy and the WHA addresses flooring at turn over the Executive Director present possible options to address the issue.*
 1. *We could do nothing to the floor and leave undisturbed. The flooring is old, however.*
 2. *We could fully abate; a quote was received from ERI for each unit in the amount of \$4200.00. The asbestos in the other units was covered by insurance.*
 3. *We could try to have ERI screw down a sheet of plywood over the existing linoleum and tile over it.*

The discussion was that doing nothing was not the way to go. If the plywood would work and it would be the least costly, it would be the preferable way to address the issue. We will be having the same issue with any future 1st floor linoleum. Abatement due to the cost would be the last resort.

A motion was made by M. Carleo second by E. Craig-McCormack and unanimously approved to have ERI screw down plywood in preparation for VCT tiles. If they are unable to do this then the Executive Director is to sign quote for the abatement of the linoleum in the kitchen and bathroom of units 59 & 60 with ERI in the amount of \$8,400.00.

Further discussion on how to handle the future of the flooring in first floor units (kitchen & bathroom) will be discussed at a future meeting.

- Vacant Units
 - Unit 18, Vacated 2/1/2020
- The board was given a copy of the donation acknowledgement from Gordon Setter Club in memory of Arthur Burt.
- The board was informed that the National Grid easement that the Executive Director as authorized to sign at the January 2020 board meeting was for the new electric system that will start this summer. A review by National Grid found that there was an outstanding easement hence it was sent to the WHA. This was needed for the new conduit-electric system.
- Generator update – The Executive Director will be meeting on 2/25/2020 with contractor and electrical engineer.

New Business

- The board voted on Milne, Shaw & Robillard, P.C. 2020 accounting fee contract for 2020. A motion as made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the contract for accounting services by Milne, Shaw & Robillard as presented.

Old Business

Adjournment

The meeting adjourned at 7:55 PM upon a motion by S. Thomas and second by E. Craig-McCormack

The next meeting will be held Tuesday, March 10, 2020 @ 7:00 PM