

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 5, 2015
7:00 PM

The Meeting was called to order at 7:05 PM by Vice-Chairperson Blanchard. Other members present were Arthur Burt and Elizabeth Craig-McCormack. Also present, Executive Director, Paula Mountain

Commissioner, Jean Rouse arrived at 7:06 PM

Reading of Prior Minutes

- The Minutes from January 8, 2015 Regular Session were unanimously approved upon a motion by A. Burt and second by E. Craig-McCormack.

Bills and Communications

- Disbursements dated February & March 2015 were reviewed and discussed.
- Payroll from January & February 2015 were reviewed and discussed.
- Financial Statement December 2014 year end was reviewed and discussed
- Financial Statement through February 2015 was reviewed and discussed

The above bills and communications were unanimously accepted upon a motion by A. Burt and second by J Rouse.

Executive Director Report and Communications

- Vacancy Update: Unit 3 will be leased up March 6th, 2015. A current tenant is transferring from a second floor. This will result in a second floor unit becoming available. The next two (2) apartments will be leased to Under Aged Applicants as existing under aged residents have aged out.
- The Wenham Housing Authority website is up and running. www.wenhamhousingauthority.com
- The Executive Director reminded the board members to complete the Conflict of Interest Form and submit it to the town clerk by March 27, 2015
- The Executive Director reviewed Public Housing Notice 2015-06 (2015 Snow Removal's Costs) with the board
- The Executive Director reviewed Public Housing Notice 2015-07 (Rooftop Snow and Ice Removal Exemption) with the board
- The Executive Director informed the board of the emergency replacement of the furnace at 86 Larch Lane. The Executive Director submitted a revision to the 2013 CIP because although our 2015 plan has been submitted, it has not been approved. The request was for a release of \$4000 in our emergency reserve set aside to cover the cost of the replacement. This request was approved by DHCD.
- The 2015 Rent Recertification Packets have gone out to all tenants.
- The Executive Director and staff have met with Northeast Tobacco Free Community Partnership to begin the process of implementing the Smoke Free Policy. There will be a tenants meeting in May and the target date is set for September 1, 2015

New Business

- Executive Director requested a Board vote to award Atlantic Bay North Company of Somerville, MA the lowest eligible and responsible bidder in the amount of \$44,874.00 for the Tub Surround Replacement Project FISH # 327029. A motion was made by E. Craig-McCormack, second by A. Burt and unanimously approved to award the Tub Surround Replacement Project FISH 327029 to Atlantic Bay North Company of Somerville.

- Executive Director requested a Board vote to use \$4780.00 from Unrestricted Reserves to fund the deficit in the Tub Surround Replacement Project FISH # 327029. A motion was made by E. Craig-McCormack, second by A. Burt and unanimously approved to use \$4780.00 from Unrestricted Reserves to fund the deficit in the Tub Surround Replacement Project FISH #327029
- Executive Director requested a Board vote on Milne, Shaw & Robillard, P.C. contract for 2015. The contract reflects an \$18 increase from \$610 to \$628 per month and an annual fee of \$500 for filing of DHCD online reports. This contract will end on December 31, 2015. A motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved to execute the 1 year contract for accounting services with Milne, Shaw & Robillard as presented.

Old Business

Adjournment

- The meeting adjourned at 8:07 PM upon a motion by A. Burt and second by E. Craig-McCormack. The next board meeting is scheduled for April 9, 2015 @ 7:00 p.m.

Respectfully Submitted,

Paula Mountain,
Secretary