

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
April 14, 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 and tenant, Susan Herrick.

**Reading of Prior Minutes**

- The Minutes from March 10, 2016 Regular Session Meeting were unanimously approved upon a motion by B. Blanchard and seconded by E. Craig-McCormack.

**Bills and Communications**

- A revised Check Disbursements from March, 2016 was reviewed and discussed
- Check Disbursements from April, 2016 were reviewed and discussed
- Debit Card Disbursement from March 2016 was reviewed and discussed
- Payroll from March, 2016 was reviewed and discussed
- Financial Statement for March, 2016 were reviewed and discussed

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

**Executive Director Report and Communications**

- Vacancy Update: Unit 48 was leased up on 3/16/16. Unit 81 vacated on 3/31/16 and an applicant is being screened and should be leased up by 22<sup>nd</sup> of April.
- The Executive Director updated the board on the lack of interest in Eagle Scout, Nick Colucci's service project proposal of a Technology Help Night for the tenants. Only 3 tenants showed interest.
- The LED Lighting Retro-fit though Action Energy has been completed property wide. All apartments, common areas of all tenant buildings, Community Hall and all outside lighting have been replaced. The feedback from the tenants has been very positive. I have received only one direct complaint that the outside parking lot light is too bright and is shining in the tenant's bedroom window. The suggestion that the tenant draw the shade as a solution was not deemed satisfactory by the tenant.
- The Executive Director presented the board with a copy of the WHA's Capital Improvement Approval letter for FY2016 from DHCD
- The Executive Director updated the board on FISH 327041; Fire Alarm Upgrades. Joe DiMare, Engineering Supervisor with DHCD came for a site visit. Based on the visit and discussions with the Executive Director and Maintenance a work order was composed by Mr. DiMare with the project goals and general scope. The board was given a copy of the composed project goals and general scope that was sent out to consultant for review, options and estimated costs on various scenarios.

A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to accept the Executive Director's Report and communications.

## New Business

- A motion was made by B. Blanchard, second by S. Thomas and unanimously approved with a vote of 4 Ayes and 0 Nays to rescind the acceptance of J & I Construction as the second lowest responsible and eligible bidder for the Door Replacement Project, FISH 327038 with a bid of \$73,300.00 contingent on DHCD approval as they are no longer interested in the project.
- A copy of the low bid approval letter from Ray Faulk of Richard Alvord Architects as it pertains to M+C Construction was provided for the boards review. Upon review a motion was made by S. Thomas, second by A. Burt and unanimously approved with a vote of 4 Ayes and 0 Nays to accept M+C Construction LLC as the third lowest responsive and responsible bidder to the Door Replacement Project, FISH 327038 with a bid of \$73,490.00 contingent on DHCD approval.
- A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to accept the wage rate increase from MA Labor and Workforce Development for Groundskeeper/Custodian to \$22.93 (1.75%) from \$22.55 and Maintenance Mechanic I positions from \$28.07 (2.9%) from \$27.28.
- After reviewing the proposed changes to the existing Investment Policy and Procedures a motion was made by A. Burt, second by S. Thomas and a unanimous vote of 4 Ayes and 0 Nays to approve the revised Investment Policy and Procedure as presented by the Executive Director.
- After reviewing the proposed changes to the existing Equipment Capitalization and Depreciation Policy a motion was made by B. Blanchard, second by S. Thomas and a unanimous vote of 4 Ayes and 0 Nays to accept and approve the revised Equipment Capitalization and Depreciation Policy as presented by the Executive Director.
- A motion was made by B. Blanchard, second by S. Thomas and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the 2014 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as presented by the Executive Director.

## Old Business

## Adjournment

- The meeting adjourned at 7:55 pm upon a motion by B. Blanchard and second by A. Burt and unanimous approval. The next board meeting is scheduled for Thursday, May 12, 2016 @ 7:00 p.m.

Respectfully Submitted,  
*Paula Mountain,*  
Secretary