

**WENHAM HOUSING AUTHORITY**  
**LARCH LANE**  
**MINUTES**  
**April 9, 2015**  
**7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Bruce Blanchard, Arthur Burt and Elizabeth Craig-McCormack. Also present, Executive Director, Paula Mountain and tenant Suzanne Thomas.

**Reading of Prior Minutes**

- The Minutes from March 5, 2015 Regular Session were unanimously approved upon a motion by A. Burt and second by B. Blanchard.

**Bills and Communications**

- Disbursements from April, 2015 were reviewed and discussed.
- Payroll from March, 2015 was reviewed and discussed.
- Financial Statement from March, 2015 was reviewed and discussed

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

**Executive Director Report and Communications**

- Vacancy Update, Units 48 & 73
- Reminder about completing the Conflict of Interest Form
- The members were presented with MA NAHRO Board Member training dates
- The members were informed of \$2940 payment received from DHCD for the 2015 Snow Removal Cost Initiative Payment
- The board was informed that the board vote taken at March, 2015 meeting to use \$4780.00 from our Unrestricted Reserves to fund the deficit in the Tub Surround Replacement Project FISH 327029 was not necessary and our DHCD Project Manager was able to move some funds around to allow for this small overage to be covered through our formula funding.
- The board members were given an update on the Election of Tenant Board Member, Public Housing Notice 2015-08. Per the housing notice, since regulations have not been promulgated to date, LHAs should continue business as usual, regarding board elections. LHAs will be notified as soon as regulations have been filed.

**New Business**

- A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to accept the minimum wage rates for Groundskeeper/Custodian & Maintenance Mechanic I issued by L&I which are effective April 1, 2015.
- A motion was made by A. Burt, second by B. Blanchard and unanimously approved by the Board to authorize the Executive Director to sign the Subsidy Agreement Renewal with DHCD.
- The board was made aware of two actions involving Boston Business, Inc. They have been the payroll company for the WHA since approximately 2008. In February, 2015 an audit letter from the Mass DOR for the period of 3/2012 – 12/31/2013 was received, stating that there are unpaid taxes. Requested information was submitted. This resulted in a subsequent letter from the DOR which was a letter of Intent to Assess. The Executive Director filed a request for an extension because subsequently a Summons from the MA DOR, Criminal Investigation Unit was received

regarding Boston Business Service, Inc. The information supplied for the audit clearly shows that Boston Business impounded all taxes however the DOR is not showing payments that match to the reported W-2s, W-3s and tax filing. The criminal investigation is going back to 2010 through 2014 when Boston Business, Inc. informed the WHA that the owner (John Carr) would be retiring and he had arranged with ADP to provide payroll services at the same fee for one (1) year as Boston Business Inc. The investigator has given the WHA until April 21, 2015 to produce a litany of documents. The Executive Director requested and was granted until April 30, 2015 to produce the documents. The Executive Director has informed the WHAs Housing Specialist, Melanie Loveland-Hale of these events. The Executive Director has also been in contact with Stephanie Giancolla, Risk Manager at DHCD.

The Executive Director is requesting to be compensated in the form of payment, not comp time, for the necessary hours to produce the requested documents. A motion was made by B. Blanchard, second by A. Burt and unanimously approved to pay the Executive Director at her hourly rate each week for the hours necessary to comply with the MA DOR Criminal Investigator's requested documentation.

### **Old Business**

- The board was informed that we are still awaiting the return of the Contract Documents from Atlantic Bay North to begin the Tub Surrounds Phase III project.
- The board was informed that the Invitation to Bid for the laundry equipment will be going out this month. It is expected that once the bids are received and the current equipment is removed the laundry room will be down for about a week. Adjustments to the vents will need to be done to accommodate 1 set of stackable dryers. We will also be painting the room and cleaning the floor before new washers and dryers are installed. Tenants will be notified that they will need to make other laundry arrangements while this is being done.

### **Adjournment**

- The meeting adjourned at 8:10 PM upon a motion by B. Blanchard and second by A. Burt. The next board meeting is scheduled for May 14, 2015 @ 7:00 p.m.

Respectfully Submitted,

*Paula Mountain,*  
Secretary