

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 14, 2015
7:00 PM

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Bruce Blanchard, Elizabeth Craig-McCormack who arrived at 7:03 PM. Also present, Executive Director, Paula Mountain and tenant Suzanne Thomas.

Re-Organization of the Board

Arthur Burt	Treasurer
Bruce Blanchard	Vice Chairperson
Elizabeth Craig-McCormack	Vice Treasurer
Don Luxton	Chairperson
Jean Rouse	

A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to keep all board members in their current positions.

Reading of Prior Minutes

- The Minutes from April 9, 2015 Regular Session were unanimously approved upon a motion by B. Blanchard second by E. Craig-McCormack.

Bills and Communications

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

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

Executive Director Report and Communications

- Vacancy Update, Units 48 & 73 have been leased and we currently have no vacancy.
- FY15 Budget has been received back from DHCD as approved.
- All requested information by the MA DOR Criminal Investigation Division has been provided. Mailed out Friday, April 24, 2015
- A telephone conference is scheduled for May 27, 2015 with the MA DOR regarding the Notice of Intent to Assess. Stephanie Giancolla, Risk Manager with DHCD will be conferenced in. She will be acting as a representative of another state agency and not offering any legal counsel or as a witness.
- FEMA Disaster Declaration, Jan 26-28, 2015 Blizzard has been declared and application for funding has been submitted by the Executive Director.
- Project Updates
 1. Tub Surround Phase III, Kick off meeting is scheduled for May 15th
 2. Compost for Gardens has been ordered and spread
 3. Door Replacement Phase II is in the architect phase
- Executive Director has submitted an application to become a Notary Public

- On June 10, 2015 a Cessation Resources meeting will be held in the community hall from 1:30 PM – 2:30 PM in preparation to go smoke free
- The Executive Director and Administrative Assistant will be attending the MA NAHRO conference from May 17 – 21, 2015 in Hyannis, MA.

New Business

- The Board discussed the WHA No Smoking Policy & Lease Addendum which was presented by the Executive Director with a September 1, 2015 effective date. A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to accept the policy as presented.
- Update the MMDT Signature Cards
- A motion was made by E. Craig-McCormack, second by B. Blanchard and unanimously approved to award the 5 year contract for Laundry Equipment to the highest bidder, Automatic Laundry.
- A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to award to the low bidder, Main Street Plumbing for FISH 327037, the Rebuilding of the outside water spigots.

Old Business

Adjournment

- The meeting adjourned at 8:15 PM upon a motion by B. Blanchard and second by E. Craig-McCormack. The next board meeting is scheduled for June 11, 2015 @ 7:00 p.m.

Respectfully Submitted,

Paula Mountain,
Secretary