

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 11, 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 and Arthur Burt. Also present, Executive Director, Paula Mountain and tenant Suzanne Thomas.

Reading of Prior Minutes

- The Minutes from May 14, 2015 Regular Session were unanimously approved upon a motion by B. Blanchard second by E. Craig-McCormack.

Bills and Communications

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

- We currently are fully leased with no vacancies
- Project Updates
 1. Water Spigots FISH 327037 will be completed by June 30, 2015.
 2. Laundry Equipment, new machines have been ordered and are expected mid-late July.
- Rent Re-certifications for 2015 have been completed.
- New Hire Ron Martineau – Part-time Groundskeeper
- It is expected that the trash barrels and recycling bins in the front of each building will be removed by July 1, 2015. Unfortunately, maintenance is spending as much as 3-4 hours a week emptying these barrels and bins. Per the Lease and the Tenant Handbook, tenants are responsible to dispose of their own trash in the dumpster and recycling into the shed.
- WHA No-Smoking Policy was submitted to DHCD for review and approval.
- A telephone conference was conducted with the MA DOR regarding the Notice of Intent to Assess. As a result the DOR requested that the WHA submit a Proposed Settlement amount. This was done on June 10, 2015. DHCD offered 25% which is \$1333.05. We will wait to hear if they accept, counter offer or reject.
- Executive Director's application to be approved as a Notary Public has been approved. Swearing in has not been done yet.

New Business

- Update the MMDT Signature Cards, Arthur Burt signed still now need J. Rouse
- A motion was made by B. Blanchard second by A. Burt and unanimously approved by all members to accepting FISH 327029 Change Order # 01, color requested by the HA is not a "standard" material with the distributor resulting in increased cost of \$1211.60. Due to approval requirements the Contract Time will be increased by 15 calendar days.

Old Business

Adjournment

- The meeting adjourned at 8:15 PM upon a motion by A. Burt and second by B. Blanchard. The next board meeting is scheduled for July 8, 2015 @ 7:00 p.m.

****NOTE THAT JULY 8TH IS A WEDNESDAY*****

Respectfully Submitted,

Paula Mountain,
Secretary