

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
July 8, 2015
7:00 PM**

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

Chairperson Luxton welcomed Suzanne Thomas to the Board. Ms. Thomas is completing Jean Rouse's term. Ms. Rouse made a decision to resign.

Chairperson Luxton also informed the board members that he attended a MA NAHRO training class at the Danvers Housing Authority on June 20, 2015. The class was on Professional Relations and Mr. Luxton presented his training material for the other board members to peruse.

Reading of Prior Minutes

- The Minutes from June 11, 2015 Regular Session were unanimously approved upon a motion by E. Craig-McCormack second by S. Thomas.

Bills and Communications

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

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

Executive Director Report and Communications

- Unit 7 became vacant on July 1, 2015 and Unit 3 will become vacant on July 11, 2015
There will be a current resident transferring from a second floor unit to Unit 3 once it maintenance has gone in.
- Project Updates
 1. Water Spigots FISH 327037, 28 of the 30 water spigots were repaired. .
 2. We are waiting to hear from Automatic Laundry when the new equipment will arrive. The Executive Director has spoken to the sales rep several times and he has indicated mid to late July.
 3. The mock-up of unit 30 for the Tub Surround Project took far longer than expected or necessary. The contractor has been instructed to obtain the services of a certified solid surface installer. He is currently trying to find someone and the project is on hold until such time that he has coordinated a sub-contractor.
 4. The community hall is going to be closed on Thursday, July 9th from 7:30 – 12:00. The floors will be stripped and waxed and the windows, both inside and out will be done. The laundry room will not be done and will be coordinated later when the new equipment arrives.
- On July 1, 2015 a notice was sent out to all tenants that the barrels and the recycling in the front of each building are being removed.
- WHA has received back the board approved No Smoking Lease Addendum with comments from DHCD. The Executive Director has spoken to WHA's Housing Specialist, Melanie Loveland-Hale questioning the changes as what was submitted was the DHCD approved addendum from Gloucester Housing Authority. The also has requested a DHCD approved "boiler plate" No Smoking Policy from Ms. Loveland-Hale.

- The Executive Director has been sworn in as a Notary Public.

New Business

- A motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved to allow the Executive Director to accept the low bidder, Iron Tree Service for the pruning and removal of identified trees, stump grinding and debris removal.

Old Business

- New member, Suzanne Thomas, signed the MMDT signature cards. All other members had previously signed.

Adjournment

- The meeting adjourned at 8:12 PM upon a motion by A. Burt and second by E. Craig-McCormack. The next board meeting is scheduled for August 13, 2015 @ 7:00 p.m.

Respectfully Submitted,

Paula Mountain,
Secretary