

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
August 13, 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 Suzanne Thomas. Also present, Executive Director, Paula Mountain.

Reading of Prior Minutes

- The Minutes from July 8, 2015 Regular Session were unanimously approved upon a motion by A. Burt second by S. Thomas.

Bills and Communications

- Disbursements from August, 2015 were reviewed and discussed
- Revised Check Register from July 2015 was reviewed
- Payroll from July, 2015 was reviewed and discussed.
- Financial Statement from July, 2015 was reviewed and discussed

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

Executive Director Report and Communications

- Unit 83 is vacant as of August 1st
- **Project Updates**
 1. Laundry Equipment- Still waiting to hear from Automatic Laundry about when they expect to deliver the new equipment.
 2. Tub Surround Progress – The board was brought up to date on the difficulties with ABNCO, the contractor who is handling the project. There has been a continuous stream of issues with this contractor. The Executive Director invited any interested board member to come and observe the Field Meeting on August 14th.
 3. Community Hall Cleaning- The floors and windows in the community hall, office and bathroom have been cleaned. The laundry room will be done before the new equipment is delivered.
- The board members were given a copy of an email response by Brad Hill to tenants who had complaints pertaining to the removal of the trash barrels. Representative Hill did not present the HA with a copy. However, this notice was posted in buildings and around the community hall. Although this notice is not completely accurate it does touch on essentially factual information.
- Each board member was given an envelope from G.H. Ricker who is requesting payment for work done on June 23, 2015 at 85 Larch Lane for the repair of a water line break. Ann Ricker has been informed by the Executive Director and DHCD that MA Procurement Law as it pertains to Prevailing Wage must be followed. Ms. Ricker is adamant that “GH is not under these regulations”. D. Luxton, Chairperson of the WHA will respond to Ms. Ricker’s letter.
- A second water line break occurred at 85 Larch Lane on 7/23/15
- Mail from Harborlight Community Partners was included in each members packet.

New Business

- The Board was given DHCD's revised Executive Director's Salary Calculation Worksheet, which is effective July 1, 2015. Currently, the Executive Director's salary is \$36,352.16. With the new calculation the adjusted Executive Director's salary will increase to \$43,641. A motion was made by B. Blanchard, second A. Burt and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the new Executive Director's Salary of \$43,641, effective July 1, 2015.
- The Executive Director is seeking the board's approval for the WHA to pay for the required classes to become a Massachusetts Certified Public Purchasing Official (MCPPO). The required classes are as followings:
 1. Public Contracting Overview \$495 for government employees
 2. Supplies & Services Contracting \$495 for government employees
 3. Design & Construction Contracting \$695 for government employees

A motion was made by A. Burt, second by B. Blanchard and unanimously approved with a vote of 4 Ayes and 0 Nays, for the WHA to pay the associated costs for the Executive Director to take the necessary courses to obtain the MCPPO certification.

Old Business

- The Board was given a copy of the No Smoking Lease Addendum with revisions as required by DHCD. Also, the effective date has been changed from September 1, 2015 to October 1, 2015 to allow for DHCD's approval. A motion was made by A. Burt and Second by B. Blanchard and unanimously approved to accept the revised No Smoking Lease Addendum as presented with an effective date of October 1, 2015.
- The board was also presented with new signature cards for Salem Five. Changes will not be in effect until ALL board members have signed.

Adjournment

- The meeting adjourned at 8:45 PM upon a motion by B. Blanchard and second by A. Burt. The next board meeting is scheduled for September 10, 2015 @ 7:00 p.m.

Respectfully Submitted,

Paula Mountain,
Secretary