

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 10, 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, Elizabeth Craig-McCormack and Suzanne Thomas. Also present, Executive Director, Paula Mountain.

Reading of Prior Minutes

- The Minutes from August 13, 2015 Regular Session were unanimously approved upon a motion by A. Burt second by S. Thomas.

Bills and Communications

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

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

Executive Director Report and Communications

- Unit 83 is currently vacant and expected to be lease up by 9/18/15
- The new laundry equipment is expected to be delivered on 9/18/15. The tenants have been notified that the laundry room will be unavailable for use the week of 9/14/15. Chris will be painting and the floors and windows will be cleaned.
- The tub surround project has been extremely slow going. There have been multiple contractor issues. The final tub is expected to be installed the week of 9/14/15. There will be a punch list of remaining items however.
- The board was given a copy of the certified letter that was sent to G.H. Ricker by D. Luxton, Chairperson. This letter is in response to the packet sent to all board members in August.

Old Business

New Business

The Executive Director made a request to use 10K of housing authority funds to fund the short fall in formula funding money allocated for the next phase of the door replacements, Project FISH 327038. The project is estimated to be \$84.3K with a budget of \$75K. A motion was made by B. Blanchard second by A. Burt and unanimously approved to use \$10K of Wenham Housing Authority unrestricted reserve to fund the difference in the projected estimate and the budget. This motion was passed with a vote of 5 Ayes and 0 Nays.

Adjournment

- The meeting adjourned at 8:45 PM upon a motion by A. Burt and second by E. Craig-McCormack. The next board meeting is scheduled for October 8, 2015 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary