

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 7, 2016
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Bruce Blanchard and Suzanne Thomas. Also present, Executive Director, Paula Mountain

Reading of Prior Minutes

- The Minutes from December 10, 2015 Regular Session was unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

Bills and Communications

- Check Disbursements from January, 2016 were reviewed and discussed
- Debit Card Disbursements from December 2015 were reviewed
- Payroll from December , 2015 was reviewed and discussed
- Financial Statement for December 2015 were not available

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

Executive Director Report and Communications

- Vacancy Update: Unit 31 and 48, both 2nd floors are currently vacant and in the process of being turned over and applicants screened.
- The 2015 Town Report for the Housing Authority has been presented to the Town Administrator
- Action Energy will be coming on January 15th to review, refrigerator, attic space, insulation needs and lighting

The above communications were unanimously accepted upon a motion by B. Blanchard and second by S. Thomas

New Business

- After a review by the Executive Director and board discussion a motion was made by S. Thomas, second by B. Blanchard and unanimously approved with a vote of 3 Ayes and 0 Nays to accept the 2016 Capital Improvement Plan as presented.
- The Executive Director presented the board with the Schedule of Positions and Compensation. A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to accept the Schedule of Positions and Compensation as presented by the Executive Director for board signatures.
- A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to allow the carryover of 3 weeks (72 hours) of Vacation Time and 118.20 hours of Comp Time in to FY16 by the Executive Director.
- The board was presented with the Certificate of Final Completion and the final Application for Payment for the Tub Surround Project FISH 327029. A motion was made by B. Blanchard, second by S. Thomas and unanimously approved with a vote of 3 Ayes and 0 Nays to accept the Certification of Final Completion and Application for Payment for FISH 327029.

Old Business

Adjournment

- The meeting adjourned at 8:19 pm upon a motion by B. Blanchard, second by S. Thomas. The next board meeting is February 11, 2015 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary