

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 10, 2016
7:00 PM**

The Meeting was called to order at 7:00 PM by Vice- Chairperson Bruce Blanchard. Other member(s) present were Suzanne Thomas, Elizabeth Craig- McCormack and Arthur Burt. Also present, Paula Mountain, Executive Director.

Reading of Prior Minutes

- The Minutes from February 11, 2016 Regular Session and February 19, 2016 Special Meeting was unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack.

Bills and Communications

- Check Disbursements from March, 2016 were reviewed and discussed
- Revised Check Disbursements for February, 2016 were reviewed and discussed
- Payroll from February, 2016 was reviewed and discussed
- Financial Statement for February, 2016 were reviewed and discussed

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

Executive Director Report and Communications

- Vacancy Update: A unit offer was extended on unit 48 and accepted. Unfortunately, before the lease up was done the prospective tenant communicated with a resident in the building and determined that she would be uncomfortable in the building. New applicants are being screened.
- The Executive Director has successfully completed the final class, Supplies and Services, in the MCPPO certification program. The application for the Certificate of Certification has been submitted to the Office of the Inspector General. The Executive Director will be MCPPO Certified for 3 years.
- Eagle Scout, Nick Colucci has asked to do a Technology Help Night for the residents of Enon Village. The Executive Director has communicated with him that she will reach out to the residents to see how much of an interest/need is here to make his efforts worthwhile.
- FY 2016 Rent Recertification packets have been mailed to all residents.

New Business

- The board was presented with the proposal from Action Energy Services, Inc. out of Gloucester to provide up to 84 Energy Efficient Refrigerator, with an estimated cost of \$51,600.00 and a complete LED Lighting Retrofit in **tenant apartments** (kitchen, bedroom, bath, range hood, and foyer), **common areas of residential buildings** (back stairs and front hall stairs); **community building** (community room and kitchen, laundry, hallway, bathrooms, offices and shop); **common exterior fixtures** (tenant buildings front and back door, poles, flood lights and walkways) at an estimated cost of \$82,509.00. All of which will be at no cost to the WHA. A motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved to accept the proposal by Action Energy Services, Inc. to provide up to 84 Energy Efficient Refrigerators and the LED Lighting Retrofit of the WHA property as listed above with an estimated National Grid cost of \$134,109.00.

- The board was advised that DHCD has rejected the board's approved increase in the Executive Directors hours to 32 per week. As a result a budget revision has been prepared to reflect the Executive Directors hours of 24 hours per week and also the inclusion of \$1000 incentive to the Executive Director as a result of not taking the health insurance package for FY 2016. A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the budget revision for FY2016 as presented.
- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the FY 2015 Year End Financial Statements Certification for signatures.
- The board was presented with a revised letter from Ray Faulk, architect for the upcoming Door Replacement Project, FISH 327038, recommending the disqualification of the previously voted lowest responsible and eligible bidder, Integrated Facilities Construction Corporation. As a result of the presented letter and recommendation by Mr. Faulk, a motion was made by E. Craig-McCormack, second by A. Burt and unanimously approved to rescind the acceptance of Integrated Facilities Construction Corporation as the lowest responsible and eligible bidder for the Door Replacement Project, FISH # 327038.
- As a result of rescinding the previously accepted low bidder Integrated Facilities Construction Corp., on the Door Replacement Project FISH 327038 a motion was made by S. Thomas second by E. Craig-McCormack to accept the second lowest responsible and eligible bidder, J & I Construction with a bid of \$73,300.00 pending acceptable references and DHCD approval.

Old Business

Adjournment

- The meeting adjourned at 8:11 pm upon a motion by A. Burt and second by S. Thomas. The next board meeting is scheduled for Thursday, April 14, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary