

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 12, 2016
7:00 PM**

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

Re-Organization of the Board

Don Luxton	Chairperson
Bruce Blanchard	Vice Chairperson
Arthur Burt	Treasurer
Elizabeth Craig-McCormack	Vice Treasurer
Suzanne Thomas	Member

A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to keep all board members in their current positions.

Reading of Prior Minutes

- The Minutes from April 14, 2016 Regular Session Meeting were unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack.

Bills and Communications

- Check Disbursements from April, 2016
- Debit Card Disbursements from April 2016 (done last month), there were no entries so there was no ledger
- Payroll from April, 2016
- Financials from April, 2016

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

Executive Director Report and Communications

- Vacancy Update: Unit 82 is currently vacant as of today, Unit 81 leased up on 4/29/16
- Action Energy Services has completed all the LED Light and Fixture retrofitting. All replacement refrigerators, 43 in total, have been delivered via Percy's out of Worcester. This project is completed and went extremely well.
- The WHA has received DHCD's letter of approval for FYE 12/31/16 Budget and a management rating of acceptable.
- The Executive Director and Chris Cerino met with Gary Nangle of Nangle Engineering regarding DHCD Project FISH 327041, Fire Alarm System Upgrades. Mr. Nangle will be reviewing the scope of work and will be reporting back to the Executive Director.
- The AUP audit has been rescheduled to June 7, 2016
- The Executive Director will be attending the MA NAHRO Spring Conference May 22-25

New Business

Old Business

Adjournment

- The meeting adjourned at 7:30 pm upon a motion by B. Blanchard and second by S. Thomas and unanimous approval. The next board meeting is scheduled for Thursday, June 9, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary