

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 9, 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 and Bruce Blanchard. Also present, Paula Mountain, Executive Director and tenant, Susan Herrick.

Reading of Prior Minutes

- The Minutes from May 12, 2016 Regular Session Meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

Bills and Communications

- Check Disbursements from June, 2016
- Debit Card Disbursements from May 2016
- Payroll from May, 2016
- Financials from May, 2016

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 82 is expected to be leased up by June 24, 2016.
Unit 14 became vacant on June 1, 2016.
- The board was presented with Gary Nangle of Nangle Engineering, evaluation and report of the fire alarm system, options to consider and estimated costs. Joe DiMare, Supervisor of Engineering Services at DHCD, will be speaking with Robbie Strongin, Director of Project Management at DHCD on the possibility of emergency funds. The Executive Director is considering the possibility of submitting for CPA funds once a full report is in hand. Mr. Nangle will be getting back to the WHA in a few weeks.
- The board was presented with a demand letter for \$18,133.85 from Davagian Grillo & Semple LLP on behalf of Integrated Facilities Construction Corporation (IFCC), the initial low bidder on Phase 2 Door Replacement Project. The letter accuses the WHA in wrongful actions in disqualifying IFCC from the project. The Executive Director immediately upon receipt of the letter by email, forwarded the email to the following:

Dean Harris	Contract Specialist, DHCD
Melanie Loveland- Hale	Housing Specialist, DHCD
Jewell Burke	Project Manager, DHCD
Ray Faulk	Architect
Cc: Dave McClave	Assistant Director of Operations, DHCD
Cc: Mary John Boylan	Regional Counsel for the WHA

The WHA has been instructed by Mr. Harris to “forward the letter to WHA legal counsel and have them handle it”. Presently, Ms. Boylan is formulating a response.

- The board was presented with the WHA’s Formula Funding award letter for FY19 in the amount of \$91,653 from DHCD
- The board was informed by the Executive Director that the scheduled AUP Audit from June 7, 2016 was rescheduled to June 22, 2016

New Business

- The board needed to appoint a representative to the CPC. Arthur Burt has been the representative and has made the request to continue in that capacity. A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to reappoint Arthur Burt as the representative from the WHA to the CPC.

Old Business

Adjournment

- The meeting adjourned at 7:58 pm upon a motion by B. Blanchard and second by S. Thomas and unanimous approval. The next board meeting is scheduled for Thursday, July 14, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary