

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
July 14, 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, Elizabeth Craig-McCormack and Arthur Burt. Also present, Paula Mountain, Executive Director and tenant, Susan Herrick.

**Reading of Prior Minutes**

- The Minutes from June 9, 2016 Regular Session Meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

**Bills and Communications**

- Check Disbursements from July, 2016
- Revised Check Disbursement for June 2016
- Debit Card Disbursements from June 2016 (done last month)
- Payroll from June, 2016
- Financials from June, 2016

The above bills and communications were unanimously accepted upon a motion by B. Blanchard and second by E. Craig-McCormack.

**Executive Director Report and Communications**

- Vacancy Update Unit 82 is leased up. On July 1<sup>st</sup> unit 54 vacated, July 6<sup>th</sup> unit 46 vacated. Unit 14 is proving more difficult to find a barrier-free applicant. The ones on the list are no longer interested or have not been reachable.
- The board was brought up to date on Integrated Facilities Demand Letter for damages as it applies to the Door Replacement Project FISH 327038. At this point in time Attorney M.J. Boylan is taking a wait and see approach. She has not heard anything since the demand letter.
- AUP audit was conducted on 6/22/16 by Guyder Hurley, P.C however to date no report has been received.
- Apprise board of a rat issue on the grounds and what is being done. At this time we have requested that all tenants that have bird feeder to cease feeding and take down the feeder. This includes suet. Also to please pick up after their pet as rats apparently like dog feces. We have contacted Ropes Pest Control and they will be putting out traps and using poison and will be checking the traps. Any tenant that has a dog or cat should use caution to keep their animal away from the traps.
- The Executive Director has a meeting with Winslow Mulry, Tree Warden for the Town of Wenham, to get his opinion on any trees that need tending.

### **New Business**

- The board was informed that DHCD has approved the Concept Design for the Fire Alarm Upgrades and is authorizing Nangle Engineering to proceed to produce construction documents for their review and approval. The approved construction budget is \$18,365.00 which will encompass troubleshooting the existing ground fault(s), estimated cost \$3,872.00, repairing the ground fault(s), estimated cost \$3,414.02 and replacing the Master Box with a Radio Master Box, estimated cost \$11,078.58
- A motion was made by A. Burt, second by B. Blanchard and unanimously approved with a vote of 5 Ayes and 0 Nays to accept the Resolution Authorizing Contract for Financial Assistance for State-Aided Capital Improvement Work Plan or Development No. 5001 for Housing Program 667-1

### **Old Business**

### **Adjournment**

- The meeting adjourned at 8:05 pm upon a motion by B. Blanchard and second by A. Burt and unanimous approval. The next board meeting is scheduled for Thursday, August 11, 2016 @ 7:00 p.m.

Respectfully Submitted,  
*Paula Mountain,*  
Secretary