

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

Reading of Prior Minutes

- The Minutes from July 14, 2016 Regular Session Meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

Bills and Communications

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

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

Executive Director Report and Communications

- Vacancy Update: Unit 14-A waiver has been submitted for – Barrier Free Unit. The Executive Director will be meeting with an applicant for this unit on 8/10/16. This is the last applicant on the waiting list in need of a barrier free unit.

Unit 54- will be going to an underage handicapped applicant. The Executive Director will be meeting with an applicant for this unit on 8/10/16.

Unit 46- May also be going to an underage handicapped.

The waiting list for underage handicapped has all but been exhausted. The majority of applicants are requesting a first floor placement.

- A draft of AUP audit and Executive Director responses were presented. The following are internal control recommendations:
 1. It was recommended that Credit Adjustments be added as an agenda item to board meetings.
 2. It was recommended that a Consolidated Contract Register be implemented.

3. In two instances annual rent redeterminations were not completed within one year of their prior effective dates. It is recommended that the authority conduct annual rent redeterminations within one year of the prior effective date; in the event that an interim-rent redetermination is completed, an annual rent redetermination is still required within one year of the prior effective date.

- Quotes are being solicited from landscapers about the pruning of the approximate 90 Yew bushes on property. Board members brought up the possibility of some of the bushes being removed. This could be done but the question is which ones would be earmarked for removal. The suggestion of any possible removals be based on “safety issues”.
- The signed contract from M&C Building for phase two of the door replacement project was received today, Tuesday, August 9th. The Executive Director signed the contracts and then mailed out the package to DHCD today, August 9th.
- The board was informed by the Executive Director about the outcome of housing court on August 3, 2016 for a previous tenant. A judgement in the amount of \$15,144.00 was received in the WHA favor. A 30 month payment plan was established with the first payment to begin on September 15, 2016.
- The Executive Director will be on vacation the weeks of 8/22/16 and 8/29/16. The office will reopen on 9/6/16.

New Business

Old Business

- The board requested an update on the rats. Ropes Exterminator’s has been coming and checking the traps. There have been no further complaints from tenants to the staff about any additional sightings. There have however been two dead crows found. This is likely due to the rats eating the poison and the crows eating the rats.
- Commissioner B. Blanchard informed the board that he did attend the Open Meeting Law/Conflict of Interest session held at the Selectmen’s Meeting Room at the Wenham Town Hall. He presented the PowerPoint packet for anyone who would like to review.

Adjournment

- The meeting adjourned at 7:50 pm upon a motion by A. Burt and second by S. Thomas and unanimous approval. The next board meeting is scheduled for Tuesday, September 13, 2016 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain,
Secretary