

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
August 9, 2017
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 tenants Susan Herrick, Bob Warner, Virginia Drieze, Marie Williams, Tracy Metzger, Cheryl Ambrogio and Carol Kirby.

Reading of Prior Minutes

- The Minutes from July 12, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by B. Blanchard.

Bills and Communications

- Check Disbursements from August, 2017
- Debit Card Disbursements from July, 2017
- Payroll from July, 2017
- Financials from July, 2017 – NOT COMPLETED AS OF AUGUST’S MEETING
- Credit Adjustments – None

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

Executive Director Report and Communication

- Vacancy Update:
 - Unit 56, an offer was made on July 19, 2017, accepted then declined.
 - A second offer was sent on August 4, 2017 which has been accepted. The unit was leased up 8/9/17.
 - Screening has begun for Unit 14
 - Unit 29 vacated on August 7, 2017 (an existing 2nd floor resident will be transferred due to medical issues.)
 - Unit 31 will vacate with a medical transfer above.
- The board was informed of the sentencing on Commonwealth v John Carr. Judge Beverly Cannone gave the defendant the following sentence,
 - Incarceration for 52 consecutive weekends, starting Friday, August 4, 2017 at the Norfolk County House of Correction. The defendant must report for commitment at 6:00 PM Fridays and will be released around 8:30 AM Monday mornings.
 - 3 Years Probation From and After the end of incarceration, with monthly Restitution payments.

It was determined that for the first year, the defendant will pay \$250 per month. The second year, the defendant will pay \$750 per month, and for the last year the defendant must pay \$500 per month. Funds will be allocated based on how much each entity is owed.

- The board was given a copy of the July 13, 2017 letter from DHCD regarding additional cap to fund “Non-routine expenditures”
- The board was given a copy of the AUP audit conducted on July 14, 2017. There were no findings in any categories reviewed.

- The board was informed that Hilltop Landscaping was contracted with to trim all the 100+ yews on the property.
- The board was informed that a meeting was held with the architect on the 689 ADA Rehab of the bathroom project.
- The board was informed that a meeting was held on August 2, 2017 with RCAT Project Manager and a representative from Architectural Consulting Services to begin assessment of the building entryway plans and specifications.
- The board was informed that LW Bills will be here August 15, 2017 to survey for the Radio Master Box replacement.
- The board was given the results of the NO Dogs in the Community Hall Survey. The results are as follows:

Surveys Sent	Total Returned		Yes	No		Undecided
84	60		38	20		2
Results	69%		63%	33%		3%

Based on the results the board has asked the Executive Director to move forward with putting together a policy on the restriction of not just dogs but all animals in the community hall. Board member B. Blanchard requested that this policy be for all animals not just dogs. The policy would go along the lines of 3 strikes and you will lose the privilege of having an animal at the WHA. The Executive Director will work on this and bring it back to the board at a future meeting.

- A search for a new Administrative Assistant will begin in the fall after the Executive Director returns from vacation.
- The Executive Director informed the board that her contract is up on September 5, 2017. The will of the board is to move forward with a contract extension.
- The Executive Director will be on vacation the week of August 21 and August 28. The office will reopen on September 5, 2017.

The above Executive Director Report and Communications were unanimously accepted upon a motion by B. Blanchard and second by S. Thomas.

New Business

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, September 13, 2017 @ 7:00 p.m.
- The meeting adjourned at 7:50 PM upon a motion by A. Burt, second by B. Blanchard and unanimous approval.

Respectfully Submitted,
Paula Mountain
 Secretary