

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
February 8, 2017
7:00 PM

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

Reading of Prior Minutes

- The Minutes from January 11, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack.

Bills and Communications

- Check Disbursements from February, 2017
- Debit Card Disbursements from January, 2017
- Payroll from January, 2017
- Credit Adjustments – None
- Financials from December 2016

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

**** Member Arthur Burt left the meeting at 7:23 PM**

Executive Director Report and Communications

- Vacancy Update: Unit 84 applicant is being screen
- Unit 80 (Barrier-Free) vacated on 1/31/17
- Board was informed about PHN 2017-04 regarding LHA Board Member Elections.
- The board was informed that the FY 2017 Capital Improvement Plan has been approved by DHCD

The above Executive Director's Report and Communications was unanimously accepted upon a motion by E. Craig-McCormack and second by S. Thomas.

New Business

- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously accepted to approve the FY2016 Year End Financial Statements Certification.
- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously accepted to approve the FY2016 Year End Schedule of All Positions and Compensation.
- A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously accepted to approve the FY2017 Contract for Fee Accountant Services with Milne, Shaw & Robillard, P.C.
- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously accepted to approve the presented Change Order 1 in the amount of \$1849.00 for FISH #327038, for additional material of drop plates for the door closers and the extension of the contract by 45 days due to the delay of the door delivery from the manufacturer.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, March 8, 2017 @ 7:00 p.m.
- The meeting adjourned at 8:05 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary