

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 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 and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director and tenants Susan Herrick and Bob Warner

Reading of Prior Minutes

- The Minutes from February 8, 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 March, 2017
- Debit Card Disbursements from February, 2017
- Payroll from February, 2017
- Financials from January, 2017
- Financials for February, 2017
- Credit Adjustments – None

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

Executive Director Report and Communications

- Vacancy Update: Unit 80 (Barrier-Free) waiver from DHCD until 5/31/17 has been obtained to evaluate the bathtub and how we may handle renovating it. Fiberglass or solid surface. Now is the time when it is not occupied.
- Update on Boston Business (COMMONWEALTH V. JOHN CARR). The Commonwealth is recommending two and a half years in the House of Correction, one year to serve; three years of probation with restitution and/or community service, to be determined at a further hearing. We do have the ability to submit a Victim Impact Statement directly to the judge by March 22, 2017.
- Administrative Assistant position update. Interviews have been conducted and the Executive Director extended an offer but the applicant was also interviewing elsewhere and has decided to take a chance and wait to see if she receives an offer. The Executive Director will be meeting a second time with one of the applicants.
- Reminder to the Board about completing the Mandatory Board Member Training by June 19, 2017. The 5 modules do not need to be completed all at once. Retraining will be necessary upon reelection, reappointment or every two years.
- Clarification on Board Member Election
- Rent Recertification packets went out in Feb. and are currently being turned in. Recertification effective date will be July, 1, 2017.
- Reminder about the Conflict of Interest Law summary sent from the Town Clerk and completing the acknowledgement.

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

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, April 12, 2017 @ 7:00 p.m.
NOTE.... Elizabeth Craig-McCormack will not be in attendance for the April meeting.
- The meeting adjourned at 7:40 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary