

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 12, 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 and Tracy Metzger

Reading of Prior Minutes

- The Minutes from March 8, 2017 Regular Session board meeting were unanimously approved upon a motion by A. Burt and seconded by S. Thomas.

Bills and Communications

- Check Disbursements from April, 2017
- Debit Card Disbursements from March, 2017
- Payroll from March, 2017
- Financials from March, 2017
- 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 Communications

- Vacancy Update: Unit 80 (Barrier-Free) other housing authorities have been contacted for applicants
- The board was given a copy of the Victim's Impact letter written by the Executive Director to the judge regarding Commonwealth v. John Carr.
- A new Administrative Assistant has been hired, Katie De La Cruz. She will be working 8-2, Tuesday, Wednesday and Friday
- Tenant Election Requirements have been pulled by DHCD
- *The board was told of the Notification to Abutters sent from the Town of Wenham, Assessor's Map 14, Lot 22 (filed by Matthew Sanford, 8 Walnut Lane, Wenham, would like to put a 10 x 16 shed/office to the right of the driveway)*
Note: This was not on posted agenda because it was received 4/11/2017 @ 10:02 AM

The above Executive Director's Report and Communications was unanimously accepted upon a motion by A. Burt and second by B. Blanchard.

New Business

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the low bidder for the concrete sidewalk removal and asphalt repaving. Low bidder is Superior Seal Coat, Wilmington, MA with a bid of \$9777.
- A motion was made by S. Thomas, second by B. Blanchard and unanimously approved to accept the increase in the minimum wage rates for Groundskeeper/ Custodian to \$23.43/hr. and Maintenance Mechanic I to \$29.08/hr. effective April 2017.
- A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to accept the Certificate of Substantial Completion for the Rear Door Replacement Project FISH 327038.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, May 10, 2017 @ 7:00 p.m.
NOTE.... At this meeting the board will be reorganizing.
- The meeting adjourned at 7:46 PM upon a motion by B. Blanchard, second by S. Thomas and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary