

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 14, 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 Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director and tenants Susan Herrick, Bob Warner, Virginia Drieze, Marie Williams, Carol Kirby and Tracy Metzger.

Reading of Prior Minutes

- The Minutes from May 10, 2017 Regular Session board meeting were unanimously approved upon a motion by B. Blanchard and seconded by S. Thomas.

Bills and Communications

- Check Disbursements from June, 2017
- Debit Card Disbursements from April & May, 2017
- Payroll from May, 2017
- Financials from May, 2017
- Credit Adjustments – None

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

Executive Director Report and Communication

- Vacancy Update: Both units Unit 15 and Unit 56 are currently vacant. Unit 15 is being worked on first and an applicant is being screened.
- The board was given an update from the A.G.'s office on Commonwealth v John Carr. A sentencing hearing was set for June 14, 2017 but has been rescheduled for June 22, 2017
- The board was given an update on the highlights of the MA NAHRO Spring Conference. Of note, the changes in the Public Records Law and the changes to reporting elder abuse.
- The board was informed that this year's Rent Recertification's are almost completed. This has been an exceptionally challenging year with incomplete information. Particularly obtaining 12 months of asset information on all accounts.

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

January 1, 2017 change in the Public Records Law

- Due to the change in the Public Records Law and the need to have an assigned Records Access Officer (RAO), the Executive Director made a request of the board to vote to assign the Executive Director of the Wenham Housing Authority as the Records Access Officer. The RAO is the employee designated within a governmental entity to perform duties described in 950 CMR 32.00 including coordinating a response to requests for access to public records, assisting individuals seeking public records in identifying the records requested, and preparing guidelines that enable requesters to make informed requests regarding the availability of such public records electronically or otherwise.

A motion was made by B. Blanchard, second by S. Thomas and unanimously approved to assign the Records Access Officer (RAO) to the position of the Executive Director for the Wenham Housing Authority.

- The Executive Director has been approached with the request to not allowing dogs in the Community Hall. The Executive Director is asking for the thoughts from the Board. Chairperson, Don Luxton, relinquished the chair to Vice Chairperson; B. Blanchard due to the request for no dogs being allowed in the community hall came from Mr. Luxton. D. Luxton handed out to the board information from the FDA referencing specifically that live animals of any kind are not permitted on the premises of a grocery store, restaurant or other food establishment. Mr. Luxton expressed his concern that food is delivered by the Wenham COA and left on an open table. That there is a kitchen and tenants bring their own food into the community hall. Mr. Luxton cited that on a particular Saturday that he reserved the hall for a function and food was being served, a tenant brought her dog into the community building and released the leash from her hand and the dog went into the hall where there was food. The tenant did not have control of her dog.

The Executive Director stated that on many occasions it has been witnessed that various dogs are brought into the hall and the owner releases the leash, leave the dog outside the community hall door tying the leash to the bench and when it is wet outside the dog is allowed by the owner to walk anywhere in the community building without the owner cleaning up the wet floor which is a potential slipping hazard. The Executive Director recommended a survey of the tenants to see how the residents feel about dogs being allowed in the community hall and or creating a written policy regarding dogs in the community hall.

Vice Chairperson Blanchard acknowledged he is a “dog person” but sees the concerns brought forth and would like the ED to start with sending out a survey to the tenants.

S. Thomas agreed with D. Luxton citing safety and sanitary concerns. Concerns such as, what if a tenant is knocked over by someone’s dog jumping up or falling due to a leash dragging on the floor etc.

E. Craig-McCormack, like B. Blanchard states she too is “a dog person” but the sanitary and safety issues should not be dismissed. She too would like to start with a tenant survey and go from there.

The will of the board for now is to have the Executive Director send out the tenant survey and report back at a future meeting.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, July 12, 2017 @ 7:00 p.m.
- The meeting adjourned at 7:53 PM upon a motion by B. Blanchard, second by S. Thomas and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary