

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
September 13, 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, Elizabeth Craig-McCormack and Arthur Burt. Also present, Paula Mountain, Executive Director and tenants Susan Herrick, Bob Warner, Virginia Drieze, Marie Williams, Tracy Metzger, Dorothy Giove and Carol Kirby.

**Reading of Prior Minutes**

- The Minutes from August 9, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by A. Burt.

**Bills and Communications**

- Check Disbursements from September, 2017
- Debit Card Disbursements from August, 2017
- Payroll from August, 2017
- Financials from July & August 2017
- Credit Adjustments – None

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

**Executive Director Report and Communication**

- Vacancy Update:
  - Unit 14 & Unit 29
- Radio Master box will be replaced on September 20th
- The search for a new Administrative Assistant will begin in the fall
- The Executive Director's Contract, tabled until next meeting. Still being worked on.

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

**New Business**

- The board was given a copy of the existing WHA Pet Policy and a proposed revised draft of the pet policy which will include no companion pets in the community hall.

Member S. Thomas would like to see the following also added:

- #8 adds "at all times".
- Any tenant's guest who has a companion animal as defined above in number 2 is subject to the Wenham Housing Authority Pet Policy.

Chairperson D. Luxton would like to see penalties added for any tenant who violates the Pet Policy. The board has requested the Executive Director to come back to the next board meeting with these revisions.

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the lowest quote from Jupiter Electric in the amount of \$2100.00. This quote is for up to sixteen (16) hours of troubleshooting labor, to locate a reoccurring trouble on the existing fire alarm system

**Old Business**

**Adjournment**

- The next board meeting is scheduled for Tuesday, October 10, 2017 @ 7:00 p.m.
- The meeting adjourned at 8:09 PM upon a motion by A. Burt, second by S. Thomas and unanimous approval.

Respectfully Submitted,

*Paula Mountain*

Secretary