

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
February 14, 2018  
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, Arthur Burt and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director, Jenna Milne and tenants Marie Williams, Susan Herrick, Bob Warner, Carol Kirby, Peg Cannell and Marilyn McCarthy.

**New Business**

- A motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the Year End Financials for December, 2017 as presented.
- The board was presented with the FY 2018 Executive Director Salary Calculation Worksheet, after review a motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the proposed Executive Director Salary as \$52,486 for the upcoming FY18 budget.
- *Jenna Milne, presented the FY 2018 budget. (This was not originally on the agenda, last minute addition.) Ms. Milne went through the entire proposed budget. A motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved with a vote of 4 Ayes and 0 Nays to accept the FY 2018 as presented.*
- The board voted to officially adopt the Open Meeting Law's requirement for the practice of remote participation for future meetings specifically for the Wenham Housing Authority upon a motion by S. Thomas, second by A. Burt and unanimously approved.
- A motion was made by S. Thomas and second by E. Craig-McCormack and unanimously approved to accept the low bidder, Kneeland Construction Corp with a bid of \$36,750 for FISH 327044, the 689 ADA Bathroom Project pending satisfactory reference checks.
- Each commissioner was given a copy of the Executive Director's proposed contract to discuss at March's meeting

**Reading of Prior Minutes**

- The Minutes from January 10, 2018 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack .

**Bills and Communications**

- Check Disbursements for February, 2018
- Debit Card Disbursements for January, 2018
- Payroll from January, 2018

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 65 vacant leasing up on 2/16/18
  - Unit 3 vacated 2/7/18
  - Unit 37 will be vacating 2/14/18
  
- Legal update on Unit 37, A Notice of Apparent Abandonment of Apartment was sent out by Attorney Jonathan Driscoll. We expect to have position of the apartment on February 14, 2018. We will probably be hiring a company to come and empty the contents of the apartment.

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

### **Old Business**

### **Adjournment**

- The next board meeting is scheduled for Wednesday, March 21, 2018 @ 7:00 p.m.
- The meeting adjourned at 8:23 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,  
*Paula Mountain*  
Secretary