

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 11, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Don Luxton. Other member(s) present were Arthur Burt, Bruce Blanchard and Suzanne Thomas. Also present, Paula Mountain, Executive Director, Chris Cerino, Maintenance Supervisor, tenants Susan Herrick, Bob Warner, and Virginia Driez.

Reading of Prior Minutes

- The Minutes from March 21, 2018 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by B. Blanchard .

Bills and Communications

- Check Disbursements for April, 2018
- Debit Card Disbursements for March, 2018
- Payroll from March, 2018
- Financials for March, 2018
- 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 Communication

- Vacancy Update:
 - Unit 37
 - Unit 84
- I have conducted interviews for the Administrative Assistant position and have 3 very strong candidates 2 of which I will call back for second interviews.
- Official formula funding award letter for FY21 have not been released yet but for planning purposes I have been informed WHA can expect \$112,777.
- Rent recertification have begun and will continue until the beginning of June, 2018

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

New Business

- The board was informed that it is necessary to rebid FISH 327044, the 689 ADA Bathroom Project. A second bidding was held and one bid was received from Kneeland Construction Corp with a bid of \$69,200. The consensus between myself, the architect and the RCAT Project Manager is to rebid a third time but with a change that only one bathroom will be done. Bids will be due May 4, 2018 by 1:00.
- *The Proton Energy Group proposal for energy purchasing effective December 2018 was presented. Our present contract with Transcanada will expire in December 2018. Proton presented a 60 month contract with Constellation Energy at a rate of .0975. Presently our rate is .0989 with Transcanada which is a 5 year contract expiring in December 2018. This will allow us to maintain our energy rate for another 5 years at essentially the same rate as the previous 5 years. A motion was made by A. Burt, second by S. Thomas and unanimously approved to have the Executive Director execute the contract with Constellation Energy as presented by the Proton Energy Group.*

Note the above item was added just prior to the meeting. The presented rate was not available at the time the agenda was determined. As energy rates change daily it was necessary to add this item to the agenda at the last minute.

Old Business

Adjournment

- Prior to adjourning B. Blanchard recognized Chairperson Don Luxton for his service and commitment to the WHA. This was echoed by all in attendance. Mr. Luxton will be leaving his position on the Board of Commissioners after the April 2018 election.
- The next board meeting is scheduled for Wednesday, May 9 2018 @ 7:00 p.m.
- The meeting adjourned at 7:32 PM upon a motion by S. Thomas, second by A. Burt and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary