

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 9, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Vice Chairperson Bruce Blanchard. Other member(s) present were Arthur Burt, Susan Herrick and Suzanne Thomas. Also present, Paula Mountain, Executive Director, tenants Bob Warner, Virginia Driez, Carol Kirby, Marie Williams, Dot Giove and Tracy Metzger

Re-Organization of the Board

Bruce Blanchard	Chairperson
Arthur Burt	Vice Chairperson
Suzanne Thomas	Treasurer
Elizabeth Craig-McCormack	Vice Treasurer
Susan Herrick	Member

A motion was made by S. Thomas, second by A. Burt and unanimously approved for the re-organization of the board as presented above..

Reading of Prior Minutes

- The Minutes from April 11, 2018 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by A. Burt.

Bills and Communications

- Check Disbursements for May, 2018
- Revised Check Disbursements for April, 2018
- Debit Card Disbursements for April, 2018
- Payroll from April, 2018
- Financials for April, 2018
- 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 37 – Lease Up on May 1, 2018
 - Unit 84
 - Unit 40
- I have hired a new Administrative Assistant, Christine Levoshko, who has 12 years of public housing experience. She will be starting on May 15, 2018 and will be working the same days as the Executive Director.

- The board was presented with the results of the FY End 2017 Desk Audit
- The board was given very preliminary information on National Grid wanting to replacement of direct buried underground primary cable. National Grid is looking to do this next spring/summer and it could take as long as 2 months. Senior Program Manager with National Grid, Chris Wellington will be presenting new schematics in the future.

The above Executive Director's Report and Communications was unanimously accepted upon a motion by S. Thomas and second by S. Herrick.

New Business

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept Edward Paige Corp as the low bidder for FISH 824871, ADA Bathroom Rehab (1 bathroom, 85 or 86 Larch Lane) with a bid of \$32,869.00.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, June 6, 2018 @ 7:00 p.m.
- The meeting adjourned at 8:03 PM upon a motion by A. Burt, second by S. Thomas and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary