

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
August 8, 2018
7:00 PM

The Meeting was called to order at 7:00 PM by Chairperson Bruce Blanchard. Other member(s) present were Elizabeth Craig-McCormack, Susan Herrick and Suzanne Thomas, and Arthur Burt. Also present, Paula Mountain, Executive Director, tenants, Bob Warner, Marie Williams, Tracy Metzger, Virginia Driez, Cheryl Ambrogio, and Dot Giove. Anne Shaffer arrived at 7:15.

Reading of Prior Minutes

- The Minutes from July 11, 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 August, 2018
- Debit Card Disbursements for July, 2018
- Payroll from July, 2018
- Financials NONE
- 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 36
- Rent Recertification have been completed
- Agreed Upon Principles (AUP) audit outcome
 - Rent Collection/Tenant Accounts Receivable/Account Write-Offs (No Findings)
 - Payroll/Fringe Benefits (1 Exemption Found)
 1. LHA is not in possession of DHCD-approved executive contract signed by the LHA, Executive Director and DHCD.

Authority's Response: Existing contract expired on 9/2017. Renewal has been submitted to DHCD but has not been received back yet. Will continue to follow-up with housing specialist.
 - Accounts Payable/Disbursements (No Findings)
 - Inventory/Fixed Assets (No Findings)
 - Procurement/Public Bidding for Goods and Services (No Findings)
 - Cash Management and Investment Practices (No Findings)
 - Operating Subsidy (No Findings)
 - Annual Rent Calculation and Compliance (No Findings)
- Personnel Update- Board was present with the resignation letter of Christine Levoshko
- Executive Director will be on vacation August 13-24th
- Tenant CIP meeting was held today August 8, 2018

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

New Business

- A board vote was taken on Change Order 1 for 86 Larch Lane bathroom project FISH 327044. Replacement of wood rot in shower area, subfloor buildup in shower area, \$1641.00. A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the Change Order 1 for FISH 327044.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, September 12, 2018 @ 7:00 p.m.
- The meeting adjourned at 7:26 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,

Paula Mountain

Secretary