

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
October 10, 2018  
7:00 PM**

The Meeting was called to order at 7:00 PM by Treasurer Elizabeth Craig-McCormack. Other member(s) present were Susan Herrick and Suzanne Thomas, and Arthur Burt who arrived at 7:31 PM. Also present, Paula Mountain, Executive Director, Tenants Tracey Metzger, Bob Warner, Cheryl Ambrogio arrived at 7:05 PM, Beth McGoff arrived at 7:06 PM and Marie Williams arrived at 7:09 PM.

**Reading of Prior Minutes**

- The Minutes from September 12, 2018 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by S. Herrick.

**Bills and Communications**

- Check Disbursements for September, 2018
- Debit Card Disbursements for August, 2018
- Payroll from August, 2018
- Financials for July and August, 2018
- Credit Adjustments - None

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

**Executive Director Report and Communication**

- Vacancy Update:
  - Unit 4 is currently vacant
- A 2019 Ford F350 was purchased and delivery is expected in 10 – 12 weeks. The 2018 budget for a new truck was \$40,000. The new vehicle is coming in at \$31,095.
- After much research it has been determined that the pole lights on Larch Lane, lights 558, 558-1, 558-2, 558-3, 558-4, 64, 65, 66, 67, 68 are the WHA's responsibility to maintain. When the Town of Wenham negotiated a contract with Siemen for the service of street lights, they did not include the above-mentioned lights. The WHA is responsible for the service on these lights. Siemens is the company who the town entered into a contract to service the pole lights. The WHA has also contacted Siemens to enter into a service agreement for our pole lights

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

**New Business**

- A request by board member Arthur Burt has been made to change the monthly meetings to the second Tuesday of the month. A motion was made by S. Herrick, second by S. Thomas and unanimously approved to move the Wenham Housing Authority board meetings to the second Tuesday of the month starting in November 2018.
- The two lowest bidders on the ADA Roll in Shower project, FISH 327050 have been recommended by architect

Ray Faulk, to be disqualified. This recommendation is based on unfavorable references. This project is now being handed off from the RCAT to DHCD for project management.

- 86 Larch Lane Shower Rehab Project FISH has been inspected. Aside from some smaller issues the shower flooring will be torn up because the pitch is preventing the water from completely draining. This is particularly frustrating because this was something that was pointed out to the contractor by our project manager before the flooring product was installed.
- The Board was presented with a Budget Revision for 2018. A motion was made by S. Thomas, second by S. Herrick and unanimously approved to accept the budget revision as presented.

### **Old Business**

### **Adjournment**

- The next board meeting is scheduled for Tuesday, November 13, 2018 @ 7:00 p.m.
- The meeting adjourned at 7:59 PM upon a motion by S. Thomas, second by A. Burt and unanimous approval.

Respectfully Submitted,  
*Paula Mountain*  
Secretary