

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 13, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Susan Herrick and Suzanne Thomas, and Arthur Burt. Also present, Paula Mountain, Executive Director, Tenant, Cheryl Ambrogio .

Reading of Prior Minutes

- The Minutes from October 10, 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 November, 2018
- Debit Card Disbursements for October 2018
- Payroll from October, 2018
- Financials for October, 2018
- Credit Adjustments – see list

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 4 leased up on 11/9/18. Currently no vacancies
- I have emailed Siemen to inform them of lights still being out on Larch Lane. I have been informed that the fixtures are in bad shape. They are suggesting replacement of those fixtures. Also, that we may want to consider converting all of our lights to LED. This would greatly reduce maintenance cost. The replacements would be around \$400 EA depending on the wattage. We have a total of 10 pole lights.
- FEMA money from 2015 snow in the amount of \$2438.40 was received.

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

New Business

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the third lowest bidder for the ADA Roll in Shower project, FISH 327050, Massey Construction with a bid of \$64,700.
327050
- A motion made by Arthur Burt, second by Suzanne Thomas and unanimously approved upon roll call of 4 Ayes and 0 Nays to accept Amendment #4 to CFA 5001 in the amount of \$237,038.52, extending the contract dates of service from June 30, 2019 to June 30, 2021.

Old Business

Adjournment

- The next board meeting is scheduled for Tuesday, January 15, 2019 @ 7:00 p.m.
- **NOTE: THERE WILL BE NO BOARD MEETING IN DECEMBER, 2018**
- 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