

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 15, 2019
7:00 PM**

Roll Call

The Meeting was called to order at 7:00 PM by Chairperson, Bruce Blanchard. Other member(s) present were Elizabeth Craig-McCormack, Suzanne Thomas, and Arthur Burt. Also present, Paula Mountain, Executive Director, Jenna Milne, Accountant, and tenants Tracey Metzger, Bob Warner and Cheryl Ambrogio who arrived at 7:14 PM.

New Business

- Jenna Milne presented and reviewed the Year End Financials for December 2018. A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to certify the year end financials.
- A presentation was made by Jenna Milne of the FY 2019 budget. After which a motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept the 2019 budget as presented.
- The board was presented with Change Order 1 for FISH 327044 in the amount of \$1641.00. A motion was made by A. Burt second by S. Thomas and unanimously approved to accept the Change Order in the amount of \$1641.00.
- Board presented with the top 5 highest paid employees from 2018. A motion was made by A. Burt second by S. Thomas and unanimously approved to accept the Top 5 Highest Paid Employee Report as presented.
- A motion was made by E. Craig-McCormack and unanimously accepted to accept the 2018 Certification of compliance with Notification Procedures for Federal and State Lead Paint Laws.
- A motion was made by A. Burt second by S. Thomas and unanimously approved to accept the Certificate of Final Completion for FISH 327044, 689 Bath Renovation.
- A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the Certificate of Final Completion for FISH 327048, Barn Roof & Windows.
- A motion was made by A. Burt second by E. Craig-McCormack and unanimously accepted to allow the carry forward of the Executive Director's 84.15 hours in comp time from FY 2018.

Reading of Minutes

- November 13, 2018 Regular Session

A motion was made by S. Thomas second by A Burt and unanimously approved to accept the November 13, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for December 2018 & January 2019
- Debit Card Disbursements for November & December 2018
- Payroll from November & December 2018
- Financials for November & December 2018
- Credit Adjustments requested – NONE

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- Vacancy Update:
 - Unit 4 leased up on 1/1/19
 - Unit 55 Vacant and being screened
 - Unit 74 Vacant due to transfer
- Lights at the beginning of Larch Lane are working.
- CIP for FY 2019 has been approved.

A motion was made by E. Craig-McCormack second by S. Thomas and unanimously approved to accept the Executive Director Report and Communications as presented.

Old Business

Adjournment

The meeting adjourned at 8:24 PM upon a motion by A. Burt and second by S. Thomas

Next board meeting will be held February 12, 2019 @ 7:00 PM