

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 12, 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 Susan Herrick, Elizabeth Craig-McCormack, Suzanne Thomas, and Arthur Burt. Also present, Paula Mountain, Executive Director and tenants Tracey Metzger, Bob Warner, Marie Williams and Carol Rawston.

Reading of Minutes

- January 15, 2019 Regular Session

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the January 15, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for February & March 2019
- Debit Card Disbursements for January & February 2019- None
- Payroll from January & February 2019
- Financials for through February 2019
- Credit Adjustments requested – NONE

A motion was made by A. Burt second by S. Thomas and unanimously approved to accept the Bills and Communications as presented.

Executive Director Report and Communications

- Vacancy Update:
 - Unit 11 Vacant
 - Unit 6 Vacant
- The board was given the Formula Funding award letter for Fiscal Year 2022 (FY 22)
- The board was informed about Public Housing Notice 2019-01 Revisions to PMR Criteria for 1st Publishing Year, “Board Member Training” Rating. All members have been made aware that their training or lack of will be part of the PMR (Performance Management Review)
- An update on Hugo vs WHA court case

New Business

- Discussion regarding the renewal of accountant services from Milne, Shaw & Robillard, P.C. A motion was made by A. Burt second by S. Herrick and unanimously accepted to extend the contract for 2019 with Milne, Shaw & Robillard, P.C. for accounting services.
- *Department of Labor Standards minimum wage rates increase for:*
 - *Groundskeeper/Custodian* 24.09 to 24.66 increase of .57
 - *Maintenance Mechanic I* 29.94 to 30.60 increase of .66

The above item was a last minute add on. The rates were received from DLS on the day of the meeting.

A motion was made by S. Herrick second by S. Thomas to unanimously accept the Department of Labor Standards rate increase effective April 1, 2019.

- The board was given the Income Limits for determining admission for State-Aided Housing Programs effective March 2019. A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to accept the Income Limits as presented.
- A motion was made by A. Burt second by S. Thomas and unanimously approved to accept the Substantial Completion and Final Completion, for Massey Construction, FISH 327050, ADA Shower Conversion.
- The Executive Director informed board members that for FISH 327049, Entryway Replacements Project, the bids received came in much higher than expected. The lowest bid is \$30,000 over what was expected. The options that were presented were the following:
 1. Rebid the project and scale back the number of entrances.
 2. Borrow from future Formula Funding dollars.
 3. Kick in the short fall from the WHA unrestricted reserves.

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to use \$30,000 in future Formula Funding dollars to offset the deficit.

- The Board was informed that only two bids were received for the entryway replacement project and that the low bidder was Massey Construction with a bid of \$90,000.00.

A motion was made by E. Craig-McCormack second by S. Herrick and unanimously approved to accept Massey Construction as the low bidder for FISH 327049, Entryway Replacement, with a bid of \$90,000.

Old Business

Adjournment

The meeting adjourned at 7:50 PM upon a motion by A. Burt and second by S. Thomas

Next board meeting will be held April 9, 2019 @ 7:00 PM