

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
April 9, 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, Cheryl Ambrogio and Carol Rawston.

Reading of Minutes

- March 12, 2019 Regular Session

A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the March 12, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for April 2019
- **UPDATE ON MARCH 2019 CHECK DISBURSEMENT**
- Debit Card Disbursements for March 2019
- Payroll from March 2019
- Financials for March 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
 - Unit 6
 - Unit 1
 - Unit 30
- The board members were brought up to date on court case Hugo vs WHA. The Northeast Housing Court Dismissed the entire complaint. Each member was given a copy of Judge Sullivan's decision.
- The board was informed that the FY 2019 Budget has been approved
- The board was advised that an Administrative Assistant has been hired. Her name is Cristina Machuca. She will be working Tuesday, Wednesday and Friday from 9:00 AM – 3:00 PM. Her start date is April 10, 2019(This was a last minute addition to the agenda)
- The board was informed of issues that the Wenham Fire Department has with the residents. Specifically, that when a fire alarm goes off very few if any tenants leave their building. A notice regarding fire safety and the necessity to leave the building will be sent out to all tenants. This notice will be a combined effort between the WHA and the WFD.

New Business
Old Business
Adjournment

The meeting adjourned at 8:00 PM upon a motion by S. Thomas and second by A. Burt

Next board meeting will be held May 14, 2019 @ 7:00 PM