

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
May 14, 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 Bob Warner and Anne Shaffer arriving at 7:12 PM.

Re-Organization of the Board

Chairperson: Bruce Blanchard, was nominated upon a motion by A. Burt, second by S. Herrick and unanimously approved to remain in the position of Chairperson.

Vice Chairperson: Arthur Burt, was nominated upon a motion by S. Herrick, second by S. Thomas and unanimously approved to remain in the position of Vice Chairperson.

Treasurer: Suzanne Thomas, was nominated upon a motion by A. Burt second, by E. Craig-McCormack and unanimously approved to remain in the position of Treasurer.

Vice Treasurer, Elizabeth Craig-McCormack, was nominated upon a motion, by A. Burt second by S. Thomas and unanimously approved to remain in the position of Vice Treasurer.

Member, Susan Herrick

Reading of Minutes

- April 9, 2019 Regular Session

A motion was made by S. Thomas, second by S. Herrick and unanimously approved to accept the April 9, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for May 2019
- Update on April 2019 check disbursements
- Debit Card Disbursements for April 2019
- Payroll from April 2019
- Financials for April 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 1
 - Unit 30
- The board was apprised that applicant Hugo has appealed the dismissal.
- Entryway project is well underway and should be completed by the end of May
- Performance Management Review (PMR) will be on May 29, 2019
- The Executive Director informed the board that she has been asked to conduct applicant hearing through the month of May in Gloucester.
- Rent Recertifications are in the process of being completed
- Executive Director informed the board that the contract that was submitted back in March of 2018 has been reverted by DHCD. Specifically, that the “stipend” of \$45 per month is not allowed and that the WHA would have to get a separate cell phone and service for the Executive Director. It was pointed out that this would cost the LHA more than the \$45.00 reimbursed back to the director. The Executive Director removed the verbiage and resubmitted the contract back into DHCD
- The Executive Director will be out of the office to attend Advanced Topics in Procurement. This class is presented by the Inspector General’s office May 16 & 17
- Executive Director will be at the Spring Conference from May 19 – 22nd, 2019

New Business

Old Business

- Bruce Blanchard, WHA Chairperson, informed the board that he did some research about the residents being required to leave their building in the event of a fire alarm. He stated that he has found nothing in M.G.L. that requires this. The Executive Director added that she requested this information from the Chief Kavanagh but has not received any written documentation. At this time, it appears that it is the Wenham Fire Department that is “requiring” this. However, enforcement may continue to be a challenge for the fire department.

Adjournment

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

Next board meeting will be held June 11, 2019 @ 7:00 PM