

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
June 11, 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 and Suzanne Thomas. Also present, Paula Mountain, Executive Director and tenants Tracey Metzger and Bob Warner

Reading of Minutes

- May 14, 2019 Regular Session

A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept the May 14, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for June 2019
- Debit Card Disbursements for May 2019
- Payroll from May 2019
- Financials for May 2019
- Credit Adjustments requested – NONE

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

Executive Director Report and Communications

- Vacancy Update:
 - Unit 30
 - Unit 31
- The board was informed that the Entryway Project is complete. The Executive Director encouraged the members to take a walk around
- The board was informed that the Performance Management Review was conducted. Also, that this is not a publishing year. Overall, the review went well.
- The Executive Director got clarification from the Inspector General regarding the reimbursement on a cell phone. the IG stated that it was appropriated to reimburse a cell phone through accounts payable so long as the board approved reimbursement.

New Business

- A motion was made by S. Herrick, second by S. Thomas and unanimously approved to accept Change Order 1 for \$683.63 for Entryway Project from Massey Construction
- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept Substantial Completion for Entryway Project by Massey Construction
- The board was informed that A. Burt was no longer interested in being the Housing Authority's CPC Representative. E. Craig-McCormack would like to speak with A. Burt and other members of the CPC to see

what the time commitment would be. S. Herrick and S. Thomas are not interested in the position. The discussion will be continued at the July, 2019 meeting once E. Craig-McCormack does some fact finding.

Old Business

Adjournment

The meeting adjourned at 7:41 PM upon a motion by E. Craig-McCormack and second by s. Herrick

Next board meeting will be held **WEDNESDAY**, July 10, 2019 @ 7:00 PM