

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
July 10, 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, Arthur Burt, and Suzanne Thomas. Also present, Paula Mountain, Executive Director, Chris Cerino, Maintenance Mechanic, and the following tenants Tracey Metzger, Bob Warner, Judy Gazzola, Linda Brown, Carol Rawston, Marie Williams, Carol Kirby, Cecille Mazzella, Peg Cannell, Cheryl Ambrogio, Virginia Drieze, Idette Lally, Anne Shaffer arrived at 7:45 and Carolyn Irby arrived at 7:55

Reading of Minutes

- June 11, 2019 Regular Session

A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the June 11, 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 Executive Director brought the board members up to date on the fire that occurred on Sunday, June 30, 2019 at approximately 7:40 AM. The fire was brought under control by approximately 8:30 AM. The fire began in unit 64. Currently the Fire Marshal and the Wenham Fire Department are stating the cause of the fire is due to unattended cooking. A total of 4 units have been affected. Units 59, 60, 63 and 64 have been impacted. The tenant in unit 64 was taken to Beverly Hospital then transported to MGH. One tenant is staying with family, another is currently in a rehab facility unrelated to the fire, and the last tenant has been set up in a hotel. Asbestos testing was done, and abatement is required. It is expected that it will take 3-5 months for repairs

New Business

- The board was presented with information on the generator for the community hall. Judith O'Brien from OWL Engineers has worked up the preliminary schematic. The recommendation is that a Diesel generator (80KW/100KVA) would be more appropriate than natural gas due to the additional cost approximately \$25 k for a natural gas engine because of the gas supply piping upgrade required. Frank Bossi, Mechanical Engineer with DHCD, opinion is that the estimate of \$66k for 100KW generator is low based on his experience and it is probably closer to a minimum of \$100K, if not more. The question is if the board wants to move forward with the project. It is likely that this will run approximately \$30-35K over. A motion was made by A. Burt, second by S. Thomas and unanimously approved to use up to \$35,000 of the WHA reserve for the generator project.
- The board was presented with a copy of the Fall 2018 Tenant Survey. DHCD is working with the Center for Survey Research at the University of Massachusetts Boston to survey residents.

Bills & Communications

- Check Disbursements for July 2019
- Debit Card Disbursements for June 2019
- Payroll from June 2019
- Financials for June 2019
- 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.

Old Business

- The board again discussed briefly the Housing Authority CPC Representative. Arthur Burt laid out his experience being on the CPC board. At the end of the discussion there was no board members willing to take on the representative roll for the WHA.

Adjournment

The meeting adjourned at 8:30 PM upon a motion by S. Thomas and second by S. Herrick

There will be NO board meeting will be held in August.

The next meeting will be held Tuesday, September 17, 2019 @ 7:00 PM