

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 17, 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, and the following tenants Bob Warner, Carol Rawston. Jackie Bresnahan arrived at 7:12

Reading of Minutes

- July 10, 2019 Regular Session

A motion was made by S. Thomas second by S. Herrick and unanimously approved to accept the July 10, 2019 meeting minutes as presented.

Executive Director Report and Communications

- ❖ Updated board on fire in Sargent building (units 59, 60, 63,64). The units are still uninhabitable. The electrical inspector must sign off on the electrician's work before proceeding.
- Updated board on the generator for the community hall. DHCD has not done a final approval on the electrical engineer's work. Once that is complete, we will go out to bid.
- August 6, 2019 a meeting was held in the hall with the Wenham Fire Department and all tenants. The recent fire was discussed along with fire safety.
- Tenant's meeting was held on September 17, 2019 to discuss the CIP for the next 5 years. There was a very low turn out with only 12 tenants attending.
- Vacancy Update:
 - Unit 27 – being readied for a transfer
 - Unit 1 – temporarily occupied by a tenant affected by the fire

Bills & Communications

- Check Disbursements for August & September 2019
- Debit Card Disbursements for July & August 2019
- Payroll from July & August 2019
- Financials for July & August 2019
- Credit Adjustments requested – NONE

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

New Business

- Board vote on CIP as presented for FY2020.

A motion was made by A. Burt, second by S. Thomas and unanimously accepted to approve the FY2020 CIP as presented.

- ***Board vote on the replacement of 24 exterior doors (late addition, 9/17/19)***

The board was informed that the rear doors which were installed in 2015, FISH 327038, need to be replaced. Harvey, the manufacturer of the doors, has determined that the doors are defective. The installation however is not covered. A quote was received by Flagg Builders, LLC in the amount of \$9480.00 to paint new exterior doors, swap existing doorknobs and closers to new doors and remove existing doors and hang new doors.

A motion was made by A. Burt, second by E. Craig -McCormack and unanimously approved to accept the quote from Flagg Builders, LLC for the replacement of the rear doors.

Old Business

- Jackie Bresnanhan, in charge of special projects for the Town of Wenham, spoke to the board about the opening for a housing authority representative to the CPC. A. Burt has stepped down from the CPC as the current housing authority representative. Jackie discussed the time requirements and commitment needed to serve on the CPC and to answer any questions.

Adjournment

The meeting adjourned at 8:25 PM upon a motion by S. Thomas and second by S. Herrick

The next meeting will be held Tuesday, October 8, 2019 @ 7:00 PM