

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
October 8, 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 Virginia Drieze and Marie Williams both who left by 7:10 PM

Reading of Minutes

- September 17, 2019 Regular Session

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the September 17, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for October 2019
- Debit Card Disbursements for September 2019
- Payroll from September 2019
- Financials for September 2019

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

- Credit Adjustments requested – \$7.94 (P. Kittridge)

A motion was made by E. Craig McCormack second by S. Thomas and unanimously approved to accept the credit adjustment in the amount of \$7.94 for P. Kittridge.

Executive Director Report and Communications

- ❖ Update board on fire in Sargent building (units 59, 60, 63,64). The Executive Director informed the board that Environmental Restoration feels they are on track to have the units completed by January 2020. Window's were being replaced today and the fire alarm system was addressed on October 4, 2019.
- Vacant Units
 - Unit 34 will be vacant by October 15, 2019
 - Units 59,60,63,64, DHCD has approved waivers extensions to January 1, 2020

New Business

- The board was presented with the revised Executive Director Contract using the 2017 format. A motion was

made by A. Burt Second by E. Craig-McCormack and unanimously approved to accept the Executive Director contract as presented.

- A motion was made by A. Burt second by S. Thomas and unanimously approved to have Elizabeth Craig-McCormack be the Housing Authorities representative on the CPC. *(This was a last minute add on to the agenda. It was not on original clerk notice.)*
- A motion was made by E. Craig McCormack second by A. Burt and unanimously approved to accept the Application and Certificate for Payment, in the amount of \$103.63 and the Certification of Final Completion for Massey Construction, FISH 327049. *(This was a last minute add on to the agenda. It was not on original clerk notice.)*

Old Business

Adjournment

The meeting adjourned at 7:37 PM upon a motion by S. Thomas and second by A. Burt

The next meeting will be held Tuesday, November 12, 2019 @ 7:00 PM