

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 12, 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 Marie Williams, Cheryl Ambrogio, Bob Warner, Tracey Metzger, Virginia Drieze

Reading of Minutes

- October 8, 2019 Regular Session

A motion was made by S. Thomas second by A. Burt and unanimously approved to accept the October 8, 2019 meeting minutes as presented.

Bills & Communications

- Check Disbursements for November 2019
- Debit Card Disbursements October 2019
- Payroll from October 2019
- Financials for October 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.

Executive Director Report and Communications

- ❖ Update board on fire in Sargent building (units 59, 60, 63,64) insulation, electrical, fire alarm is being done or has been completed. Dry wall will be done this week. Target of January -February 2020 still stands.
- Vacant Units
 - Unit 34, Lease-up expected by the end of the week
- WHA prevailed in housing court with a Summary Process Agreement for Judgment Execution shall be stayed pending compliance with the agreement on condition that Defendant acknowledges that she caused or contributed to the fire in her apartment on June 30, 2019. If the tenant complies with the conditions the case will be dismissed on May 12, 2021.
- The board was given the final report on Agreed-Upon Procedures with No Findings
- For informational purposes the board was given a graph from 2018 vs 2019 Electric Usage & Cost. This graph will be updated monthly and posted for the tenants.
- Director will be at the Fall Conference Nov 18-20

New Business

- Board vote to accept the low bidder, Brite-Lite Electrical, \$89,800 for project FISH 327051, Emergency Generator for the community hall.

A motion was made Suzanne Thomas, second by Susan Herrick and approved by a vote of 4 Ayes and 1 Nay by Arthur Burt, to accept the low bid of \$89,800 from Brite-Lite Electrical for FISH 327051, Emergency Generator pending DHCD approval.

Old Business

Adjournment

The meeting adjourned at 7:43 PM upon a motion by A. Burt and second by S. Thomas

The next meeting will be held Tuesday, December 10, 2019 @ 7:00 PM