

**WENHAM HOUSING AUTHORITY**  
**LARCH LANE**  
**MINUTES**  
**January 11, 2017**  
**7:00 PM**

The Meeting was called to order at 7:00 PM by Vice Chairperson Bruce Blanchard. Other member(s) present were Suzanne Thomas and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director and tenant Susan Herrick.

**Reading of Prior Minutes**

- The Minutes from December 13, 2016 Regular Session board meeting were unanimously approved upon a motion by E. Craig- McCormack and seconded by S. Thomas.

**Bills and Communications**

- Check Disbursements from January, 2017
- Updated FY 16 Check Disbursements from December 2016
- Debit Card Disbursements from December, 2016
- Payroll from December, 2016
- Credit Adjustments – None
- Financials from December 2016 and year end (not completed yet)

The above bills and communications were unanimously accepted upon a motion by S. Thomas and second by E. Craig-McCormack.

**Executive Director Report and Communications**

- Vacancy Update: Unit 84 became vacant on 12/31/16
- The rear door project is well under way and is going smoothly. Not major problems to report.

**New Business**

- A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved to allow the Executive Director to carryover of 114.90 comp hours from FY 2016 and 96 hours of vacation time to FY 17 with a vote of 3 Ayes and 0 Nays.
- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved with a vote of 3 Ayes and 0 Nays to approve the payment for 4 weeks of unused vacation time to the Executive Director. These weeks have been board approved carryover from fiscal years 13, 14, 15 and 16 that have been unable to be taken.
- A motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved with a vote of 3 Ayes and 0 Nays to amend the current vacation policy. The amended policy is adopted as follows:

**Vacation:**

Full time employees shall be entitled to vacation with pay in each calendar year beginning January 1<sup>st</sup> of every year. The following schedule applies:

1. Five days after six months of service;
2. Ten Days after one year of service;
3. Fifteen days after five years of service;
4. Twenty days after ten years of service;
5. Twenty –Five days after nineteen and one-half years of service.

Vacations are non-cumulative. It is intended that they be taken in the calendar year when they were earned. ***Special exceptions may be considered by the Board to carryover or compensate not more than 1 week of vacation per fiscal year.*** When employment is terminated for any reason, an employee or his/her estate shall be paid for vacation time earned but not used in that year.

- A motion was made by E. Craig-McCormack, second by S. Thomas and unanimously approved to accept and sign the 2016 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

**Old Business**

**Adjournment**

- The next board meeting is scheduled for Wednesday, February 8, 2017 @ 7:00 p.m.
- The meeting adjourned at 7:45 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,  
*Paula Mountain*  
Secretary