

**WENHAM HOUSING AUTHORITY  
LARCH LANE  
MINUTES  
October 12, 2017  
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Don Luxton. Other member(s) present were Suzanne Thomas and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director and tenants Susan Herrick, Bob Warner, Virginia Drieze, Marie Williams, Tracy Metzger, Carol Rawlston, and Carol Kirby.

**Reading of Prior Minutes**

- The Minutes as corrected from September 13, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by E. Craig-McCormack .

**Bills and Communications**

- Check Disbursements from October, 2017
- Debit Card Disbursements from September, 2017
- Payroll from September, 2017
- Financials from September 2017
- Credit Adjustments – None

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

**Executive Director Report and Communication**

- Vacancy Update:
  - Unit 31 is in the process of being turned over
- Radio Master box has been replaced and is awaiting to be connected
- Update on ground fault issue (see New Business below)
- The Executive Director's Contract, waiting on FY18 Budget guidelines to move forward.
- A new TV has been purchased for the community hall and will be replacing the existing TV. The unit will be mounted to the wall in the current location.

The above Executive Director Report and Communications were unanimously accepted upon a motion by S. Thomas and second by E. Craig-McCormack.

**New Business**

- The Ground Fault troubleshooting report was given to the board members with the recommendation from Jupiter Electric that the NAC Circuit Board should be replaced. The replacement cost is \$1555.90. Gary Nangle has not weighted in on the replacement cost. He is away until October 24, 2017.

A motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept Jupiter Electric change order of \$1555.90 to replace the NAC Circuit Board pending review by Gary Nangle of Nangle Engineering.

- The board was presented with a revision of the FY17 Budget. After reviewing a motion was made by S. Thomas second by E. Craig-McCormack and unanimously approved to accept the FY17 Budget Revision as presented.

### **Old Business**

- The board was given a 2<sup>nd</sup> revised draft of the previously proposed pet policy, which now includes a proposed enforcement plan.

After review and discussion a motion was made by S. Thomas, second by E. Craig-McCormack and unanimously approved to accept the Pet Policy as presented with an adopted date of October 12, 2017 and an effective date of December 1, 2017.

The Executive Director will mail the Pet Policy to all tenants, post in all tenant buildings and in the community hall by December 1, 2017.

### **Adjournment**

- The next board meeting is scheduled for Wednesday, November 8, 2017 @ 7:00 p.m.
- The meeting adjourned at 7:27 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,  
*Paula Mountain*  
Secretary