

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
November 8, 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 Arthur Burt. Also present, Paula Mountain, Executive Director and tenant Barbara Brachanow.

Reading of Prior Minutes

- The Minutes from October 12, 2017 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by A. Burt .

Bills and Communications

- Check Disbursements for November, 2017
- REVISED Check Disbursements for October, 2017
- Debit Card Disbursements for October, 2017
- Payroll from October, 2017
- Financials for October, 2017
- Credit Adjustments

The above bills and communications were unanimously accepted upon a motion by A. Burt and second by S. Thomas.

Executive Director Report and Communication

- Vacancy Update:
 - Unit 31 is being screened as is Unit 8 which was vacated without the required 30 day written notice.
- Radio Master Box is due to be brought on line November 21, 2017. Tenants will be notified of the possibility of hearing the fire alarm as this is done.
- Update on ground fault issue. The Executive Director is still trying to get clarification from Nangle Engineering about a possible subsequent issue.
- The Executive Director's Contract, waiting on FY18 Budget guidelines.
- New TV for the community hall has been installed

The above Executive Director Report and Communications were unanimously accepted upon a motion by S. Thomas and second by A. Burt.

New Business

- A Board vote was taken to assign the Executive Director as the responsible person for ensuring the security and confidentiality of the wage reporting information and to ensure that all employees who have access to wage reporting information understand the severe penalties associated with any misuse of this information

A motion was made by A. Burt second by S. Thomas and unanimously approved to assign the Executive Director as the responsible person for ensuring the security and confidentiality of the wage reporting information.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, December 13, 2017 @ 7:00 p.m.
- The meeting adjourned at 7:50 PM upon a motion by S. Thomas, second by A. Burt and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary