

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
March 21, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Vice-Chairperson Bruce Blanchard. Other member(s) present were Arthur Burt and Elizabeth Craig-McCormack. Also present, Paula Mountain, Executive Director, tenant Susan Herrick, Bob Warner, Iris Weaver who left at 7:25pm.

Reading of Prior Minutes

- The Minutes from February 21, 2018 Regular Session board meeting were unanimously approved upon a motion by A. Burt and seconded by E. Craig-McCormack .

Bills and Communications

- Check Disbursements for March, 2018
- Debit Card Disbursements for February, 2018
- Payroll from February, 2018
- Financials for January & February, 2018

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

- Credit Adjustments requested

| WRITE OFF'S | <u>Mar 31, 18</u> |
|--------------------|------------------------|
| 08-Hanlon | 2.80 |
| 15-Denis | 4,263.00 |
| 37-Sullivan, James | 438.00 |
| 56-Ham | <u>40.00</u> |
| TOTAL | <u>4,743.80</u> |

The above credit adjustments were unanimously accepted upon a motion by A. Burt and second by E. Craig-McCormack.

Executive Director Report and Communication

- Vacancy Update:
 - Unit 37 *
 - Unit 84
- * We hired Take Junk to remove entire contents of unit 37
- The HA implemented the use of an answering service, OD Answering Service.

New Business

- The approved low bidder, Kneeland Construction Corp with a bid of \$36,750 for FISH 327044, the 689 ADA Bathroom Project has withdrawn their bid. The project has been posted again with bids due by March 28, 2018.
- The board had been presented with the Executive Director's proposed contract at the previous meeting and asked that they review it. With no questions or concerns a motion was made by A. Burt, second by E. Craig-McCormack and unanimously approved to accept the Executive Director's contract.
- A motion was made by A. Burt and second by E. Craig-McCormack to renew the accountant contract Milne, Shaw and Robillard, P.C for 2018
- *The board was presented with the Labor Standards rate increase effective April 1, 2018. A motion was made by A. Burt and second by E. Craig-McCormack to approve the rates as presented by L&S for effective April 1, 2018. (added after agenda was posted)*
- The board was informed that our Capital Improvement Plan (CIP) has been approved

Old Business

- *A. Burt informed the board that the use of CPA funds for the purchase and installation of a new generator is not possible. This information was conveyed to him the CPC Chairperson. (added after agenda was posted)*

Adjournment

- The next board meeting is scheduled for Wednesday, April 11, 2018 @ 7:00 p.m.
- The meeting adjourned at 8:13 PM upon a motion by A. Burt, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary