

**WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
September 12, 2018
7:00 PM**

The Meeting was called to order at 7:00 PM by Chairperson Bruce Blanchard. Other member(s) present were Elizabeth Craig-McCormack, Susan Herrick and Suzanne Thomas, and Arthur Burt. Also present, Paula Mountain, Executive Director, Tenants Tracey Metzger arrived at 7:10 PM and Cheryl Ambrogio at 7:15 PM.

Reading of Prior Minutes

- The Minutes from August 8, 2018 Regular Session board meeting were unanimously approved upon a motion by S. Thomas and seconded by S. Herrick.

Bills and Communications

- Check Disbursements for September, 2018
- Debit Card Disbursements for August, 2018
- Payroll from August, 2018
- Financials for July and August, 2018
- Credit Adjustments - None

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:
 - Full leased up at this time
 - We expect the vacancy of Unit 4 by October 1, 2018
- Conversion to the new software, PHA-Web has begun
- The Executive Director went to training on Tuesday, Sept 11th on the state's new centralized waiting list
- Lights at the beginning of Larch Lane issue, The Executive Director has been in communication with Sheila at Wenham DPW and Linda Franquiz at Siemens. The Town of Wenham established a contract with Siemens to deal with the lights when the town bought the poles. The lights at the top of Larch Lane were not included in this service contract. However, Linda Franquiz said she would get someone out her the week of September 17, 2018

The above Executive Director Report and Communication was unanimously accepted upon a motion by S. Herrick and second by S. Thomas.

New Business

- A motion was made by E. Craig-McCormack, second by S. Herrick and unanimously approved to accept RM Technologies as the low bidder with a bid of \$17,300 for the Barn Roof and Window Replacement Project FISH 327048.

- A motion was made by A. Burt, second by S. Thomas and unanimously approved to accept the 2019 Capital Improvement Plan as presented by the Executive Director.

Old Business

Adjournment

- The next board meeting is scheduled for Wednesday, October 10, 2018 @ 7:00 p.m.
- The meeting adjourned at 7:26 PM upon a motion by S. Thomas, second by E. Craig-McCormack and unanimous approval.

Respectfully Submitted,
Paula Mountain
Secretary