

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

February 15, 2011

Members Present: Deborah A.H. Christen, Member
Susan Szocik, Vice-Chairperson
Elizabeth Murphy, Member

Member absent: John Romano, Chairperson
Sheila Lumi, Member

Also Present: Eugene Capoccia, Executive Director

No tenants present.

The Chair declared a quorum present at 6:30 p.m. and began the meeting. Minutes of the November 16, 2010 meeting were presented along with the minutes of the December 14, 2010 meeting. Minutes for the November 16, 2010 were not approved at this meeting due to the fact that members present at the November meeting were absent at this meeting. On a motion by Deborah A.H. Christen, seconded by Susan Szocik the December 14, 2010 minutes were approved.

The Executive Director provided his report. He indicated that UNITIL provided an additional \$10,000.00 bringing total contributions to \$42,000.00. He then brought the Board up to date on the progress of the construction and change orders required by the Housing Authority. He informed the Board that the contractor is completing his punch list. He also said that the family furnaces have been installed by David's Heating, and they have passed inspection. Mr. Capoccia further commented that there would be resolutions following the meeting.

Mr. Capoccia then proceeded to review the 2010 Year End Financial Report and the monthly financial report ending January 31, 2011. He indicated that the Housing Authority was doing much better than it had been anticipated and in fact the Housing Authority was returning more than half of the subsidy provided by DHCD. This money is being returned because the Housing Authority performed well.

The Executive Director asked the Board for authority to enter into an agreement with Power Options to provide utilities for Pearl Brook. Mr. Capoccia noted that the Board had previously authorized the staff to enter in agreement with Power Options when it became advantageous to do so.

Mr. Capoccia then went into the monthly Financial Report ending January 31, 2011. He noted that although it was early in the fiscal year the Housing Authority continues to operate with less subsidy than the budget projects. He looked forward to an excellent upcoming year.

Mr. Capoccia then brought out the following resolutions;

RESOLUTION AUTHORIZING SIGNING OF CERTIFICATE OF
SUBSTANTIAL COMPLETION FOR THE FURNACE REPLACEMENT
AT THE SCATTERED SITE 705
WHITE STREET DEVELOPMENT

WORK PLAN 1008; PROJECT NUMBER 162016

Resolution 201101

Whereas: The Architect (Bowman Engineering, Inc.) has inspected and recommended that the Furnace Replacement at the scattered site 705 White Street development has reached the point of Substantial Completion and,

Whereas: The representatives from the Department of Housing & Community Development have agreed with the Architect's assessment,

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair or Executive Director to sign the necessary documents in connection with Substantial Completion of the scattered site 705 White Street development.

RESOLVED, Motion made by Elizabeth Murphy to accept the Substantial Completion of the scattered site 705 White Street development.

SECONDED, Susan Szocik seconded the motion, and the motion was passed by a unanimous vote.

**RESOLUTION AUTHORIZING SIGNING OF CERTIFICATE OF FINAL
COMPLETION AND PAYMENT FOR THE FURNACE REPLACEMENT
AT THE SCATTERED SITE 705
WHITE STREET DEVELOPMENT**

WORK PLAN 1008; PROJECT NUMBER 162016

Resolution 201102

Whereas: The Architect (Bowman Engineering, Inc.) has inspected and recommended that the Furnace Replacement at the scattered site 705 White Street development has reached the point of Final Completion and,

Whereas: The representatives from the Department of Housing & Community Development have agreed with the Architect's assessment,

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair or Executive Director to sign the necessary documents in connection with Final Completion of the scattered site 705 White Street development.

RESOLVED, Motion made by Deborah Christen to accept the Final Completion of the scattered site 705 White Street development.

SECONDED, Susan Szocik seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER FOUR IN CONJUNCTION
WITH THE MODERNIZATION WORK
AT THE PEARL BROOK DEVELOPMENT (667-1)

WORK PLAN 1004; DHCD PROJECT NUMBER 162008

Resolution 201103

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number Four in conjunction with the modernization work at the Pearl Brook Development (667-1) and,

Whereas: This Change Order Number Four will increase the contract by an amount not to exceed \$24,357.00.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number Four in conjunction with the modernization work at the Pearl Brook Development (667-1) and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Susan Szocik to authorize the signing of the Change Order Number Four by the Chair or Executive Director in conjunction with the modernization work at the Pearl Brook Development (667-1) currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

SECONDED, Deborah Christen seconded the motion, and the motion was passed unanimously.

**RESOLUTION AUTHORIZING SIGNING OF CERTIFICATE OF
SUBSTANTIAL COMPLETION FOR THE MODERNIZATION WORK
AT THE PEARL BROOK DEVELOPMENT (667-1)**

WORK PLAN 1004; DHCD PROJECT NUMBER 162008
Resolution 201104

Whereas: The Architect (John Ciccariello & Associates, Inc.) has inspected and recommended that the modernization work at the Pearl Brook Development (667-1) has reached the point of Substantial Completion and,

Whereas: The representatives from the Department of Housing & Community Development have agreed with the Architect's assessment,

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair or Executive Director to sign the necessary documents in connection with Substantial Completion for the modernization work at the Pearl Brook Development (667-1).

RESOLVED, Motion made by Deborah Christen to accept the Substantial Completion for the modernization work at the Pearl Brook Development (667-1).

SECONDED, Elizabeth Murphy seconded the motion, and the motion was passed by a unanimous vote.

Being no further business, on a motion by Susan Szocik, seconded by Elizabeth Murphy, the Board voted to adjourn the meeting at 8:45 PM. All were in favor.