

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

January 17, 2012

Members Present: Elizabeth Murphy, Chairperson
Deborah A.H. Christen, Vice Chair
Amaryllis Leet, Member
Paul Doherty, Member

Also Present: Bernie Kirstein, Assistant Executive Director

Tenants present had commented on a service call from a previous Sunday regarding warning beeps, from a tenant's unit heater, where the answering service did not consider the call an emergency, and no maintenance person was sent until Monday. The LHA will review manufacturer's instructions to determine if a maintenance person should have been sent and off hours policy should be changed. The LHA will also send out a flyer that tenants will have in addition to previous flyers and manuals to determine the exact nature of the unit warning codes.

At 6:50 p.m. the Chair declared the meeting opened. Minutes of the October 18, 2011 meeting were presented. On a Motion by Deborah A.H. Christen, seconded by Elizabeth Murphy; the minutes were approved as presented. All were in favor.

Further Minutes of the January 3, 2012 Special Meeting of the LHA with the Lunenburg Board of Selectman meeting was presented. On a Motion by Deborah A.H. Christen, seconded by Elizabeth Murphy; the minutes were approved as presented. All were in favor.

Additionally the minutes of the special meeting at the Lunenburg Town Hall on January 3, 2012, where Paul Doherty was appointed as a new Authority Board member, were approved unanimously, Deborah A.H. Christen making the motion to approve and Elizabeth Murphy seconding.

The Assistant Executive Director provided his report. Mr. Kirstein brought the Board up to date on various maintenance capital development projects that are in the works. Change Order #4 from the Modernization project, to add railings at the handicap apartment units will start shortly. An electrician has been contracted to install a plug for a generator at the Community

building, so that it can be used as a place of refuge during a power outage. A contractor has been selected to put a roof over the dumpster pad. A civil engineer has been requested to provide a proposal for the Capital Improvement Plan work to resurface the parking lots.

The financial plan was presented and reviewed, and the lowered utility costs achieved through the recent energy conservation projects within the Modernization project were highlighted.

The election of officers was held. Elizabeth Murphy was nominated to be Chairperson by Deborah A.H. Christen. All voted in favor. Deborah A.H. Christen was nominated to be Vice Chair by Elizabeth Murphy. All again voted in favor.

Resolution #201117 (Work Plan 1008, Project # 162016) To amend the contract for ARRAWAP funded costs to replace 5 furnaces at 5 -705 White Street Development units. The contract was funded at \$34,943, but bid and completed at \$10,500, a savings of \$24,443. The resolution authorizes the Executive Director to accept the reduction as Amendment #1. Elizabeth Murphy made the motion to accept and Paul Doherty seconded the motion.

Committee Members reviewed and signed:

- As signatories for opening a pet escrow account.
- Checks for billings from the month of December /2011
- After reading Public Notice 2012-01 (January 6, 2012) from Lizabeth Heyer, Associate Director, Division of Public Housing & Rental Assistance, signed the Administrative Fee Certification for 2011, signed the Budget Certification for 2010, and signed the Year-end Financial Certification for 2011.

A letter by Paul F. Dowling , insurance representative was reviewed which revealed that the insurance claim for the fire at the Pearl Brook Apartments J/K Building , (May, 2009) had been settled and the settlement check received for \$125,000 , up from the initial settlement offer of \$43,802.97.

Being no further business, on a motion by Elizabeth Murphy, seconded by Deborah A.H. Christen, the Board voted to adjourn the meeting at 7:25 PM. All were in favor.