

LUNENBURG HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

October 18, 2012

Members Present: Elizabeth Murphy, Chairperson
Deborah A.H. Christen, Vice Chair
Paul Doherty, Member
Amaryllis Leet, Member
Sheila Lumi, Member
Eugene Capoccia, Secretary

There were no tenants present at this meeting.

At 6:30 p.m. the Chair declared the meeting opened. Minutes of the September 20, 2012 meeting were presented. On a Motion by Paul Doherty, seconded by Deborah A.H. Christen; the minutes were approved as presented. All were in favor.

The Executive Director then provided his report. Mr. Capoccia mentioned the upcoming invitations to the yearly luncheon held by the Bemis Corporation. He also indicated that the plans for the parking lots and road ways upgrades were been prepared. In general Mr. Capoccia reported the Housing Authority was doing very well. No issues to report at this time.

As a result of many months of smooth operations at Pearl Brook the Board has questioned the need of monthly meetings. Elisabeth Murphy motioned to amend the by-laws to reflect the Board meetings to be held quarterly. Approximately 30 days after the Housing Authority issues the quarterly Financial Statement. She also indicated that meetings could be held more frequently if the need were to arise for such things as construction or other needed approvals. Seconded by Deborah A.H. Christen; all in favor, the Director was instructed to order meetings quarterly.

Mr. Capoccia then presented the Operating Budget and Financial Report for period ending September 2012. The Director indicated that it would be preferable to look at both documents at the same time to examine the effectiveness of the proposed budget. He noted that on the nine month Financial Statement the Housing Authority was operating at a surplus of

\$36,671. This meaning that the need for subsidy was reduced by almost \$30,000. Looking at the proposed budget for 2013, Mr. Capoccia noted that the subsidy relied on \$40,140, which was substantially less than the budget projection of previous year. He also noted that the total operating expenditures of \$262,414 represented a fair projection of the amount needed to operate the program.

Mr. Capoccia then presented the following resolution:

**2013 4001 OPERATING BUDGET
RESOLUTION 201209**

WHEREAS: The Lunenburg Housing Authority is required by DHCD to submit an approved 4001 Operating Budget for State-Aided Housing for Fiscal Year 2013 and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board authorizes submission of the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2013 to the Department of Housing and Community Development, as directed by DHCD And recommended by the Executive Director,

RESOLVED, Motion made by Paul Doherty submit the 2013 Operating Budget for State-Aided Housing of the Lunenburg Housing Authority to the Department of Housing and Community Development.

SECONDED, Elizabeth Murphy seconded the motion, and the motion was passed by a unanimous vote. The recorded vote Paul Doherty, aye, Amaryllis Leet, aye, Elizabeth Murphy, aye, Deborah A.H. Christen, aye, Sheila Lumi, aye.

The Board also voted to approve Financial Statement as presented.

With no other business, on a motion by Deborah A.H. Christen, seconded by Sheila Lumi, the Board voted to adjourn the meeting at 8:02 PM. All were in favor.