LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

March 21, 2013

Members Present:	Elizabeth Murphy, Chairperson Deborah A.H. Christen, Vice Chair Paul Doherty, Member Amaryllis Leet, Member
Members Absent:	Sheila Lumi, Member
Also Present:	Eugene Capoccia, Secretary Sue Honeycut, Fenton & Ewald Accountant Evelyn Perez, Off-Site Housing Coordinator

There were several tenants present; several questions and concerns were addressed by the board and Mr. Capoccia.

At 6:30 p.m. the Chair declared the meeting opened. Minutes of the February 21, 2013 meeting were presented. On a Motion by Paul Doherty, seconded by Elizabeth Murphy; the minutes were approved as presented. All were in favor.

The Executive Director then presented his report. He informed Sunshine Paving, the low paving contractor, will be at a tenant meeting in April to explain the process of the parking lot work and answer any questions.

Mr. Capoccia then moved to the Financial Report. He noted the year started a bit in the negative. Utilities seemed high. Maintenance labor is up due to the snow storms and this is not including March. As we move into the Summer season it should come along. A clearer financial status will be sighted in the budget months of August or October.

Sue Honeycut, accountant representative of Fenton & Ewald was present at the meeting and reviewed the year-end Financial Statement, along with the monthly statement also. She addressed questions and reviewed the Lunenburg Housing Authorities financial status with the board. The financial report including a review of accounts payable was accepted, on a motion by Amaryllis Leet; seconded by Deborah A.H. Christen, financials were approved as presented.

Mr. Capoccia then presented the following resolution:

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 201309

Whereas: The Lunenburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Lunenburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Lunenburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2013 through December 31, 2013.

RESOLVED, Motion made by Elizabeth Murphy to enter into contract for accounting services.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR CFA AMENDMENT #1 BETWEEN THE LUNENBURG HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT FOR FORMULA FUNDING MASTER CFA – ALL DEVELOPMENTS

WORK PLAN 5001

Resolution 201310

Whereas: The Lunenburg Housing Authority has the need to amend the Contract for Financial Assistance (CFA) between the Lunenburg Housing Authority and the Department of Housing and Community Development in conjunction with the formula funding master CFA (all developments) for the preservation and modernization of state-supported public housing as specified in the Contract for Capital Improvement Work Plan, and

Whereas: the original CFA award was in the amount of $158,000.00 and the amended award is in the amount of **$231,011.00** (*an increase of $73,011.00*).

NOW THEREFORE BE IT RESOLVED:

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign CFA Amendment #1 in conjunction with the formula funding master CFA (all developments) for the preservation and modernization of state-supported public housing as

specified in the Contract for Capital Improvement Work Plan, including any and all subsequent amendments submitted by DHCD, now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

Resolved, Motion made by Amaryllis Leet to authorize the signing of the CFA Amendment #1 by the Chair or Executive Director in conjunction with the formula funding master CFA (all developments) for the preservation and modernization of state-supported public housing as specified in the Contract for Capital Improvement Work Plan, including any and all subsequent amendments submitted by DHCD, currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

Seconded, Paul Doherty seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION TO CHANGE BANKING SERVICES

Resolution 201311

Whereas: The Lunenburg Housing Authority has the need to seek out the most advantageous bank for banking services, and

Whereas: The Lunenburg Housing Authority has sought quotes from banks in our area.

NOW THEREFORE BE IT RESOLVED,

The Lunenburg Housing Authority authorizes the Executive Director to engage in business transactions with Fidelity.

MOVED, Motion made by Elizabeth Murphy to authorize the change of banking services from TD Bank to Fidelity.

SECONDED, Amaryllis Leet seconded the motion and the motion was passed by a unanimous vote.

The Board has also made a resolution to have the washing machines replaced. On a motion by Elizabeth Murphy, seconded by Paul Doherty, motion passed by a unanimous vote.

With no other business, on a motion by Deborah A.H. Christen, seconded by Elizabeth Murphy, the Board voted to adjourn the meeting at 8:30 PM. All were in favor.