

# LUNENBURG HOUSING AUTHORITY

## MINUTES OF REGULAR MEETING

May 23, 2013

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

Members Absent: Amaryllis Leet, Member  
Sheila Lumi, Member

Also Present: Eugene Capoccia, Secretary

There were a few tenants present, no comments.

At 6:30 p.m. the Chair declared the meeting opened. Minutes of the April 18, 2013 meeting were presented. On a Motion by Elizabeth Murphy, seconded by Paul Doherty; the minutes were approved as presented. All were in favor.

The Executive Director then presented his report. The parking resurfacing project has been completed. Mr. Capoccia brought the Board up to date on the past MassNahro conference he attended. He then informed that Bernie Kirsten has accepted a new position with the Worcester Housing Authority and is no longer working with us. The new Assistant Director for Leominster Housing Authority will be Peter Proulx, who has been highly recommended and is very well known for his housing, development, planning and management experience.

Mr. Capoccia informed the Board about the new checks and balance of collecting rents. Tenants who are not set up for ACH (automatic checking withdrawal) as of August 1<sup>st</sup>, 2013, they will mail checks or money orders along with a coupon generated by the Housing Authority to a lock box located at the Fidelity Bank.

The Executive Director then presented the Financial Report along with the bills for payments. He indicated that Housing Authority was performing well. Financial report including a review of accounts payable was accepted, on a motion by Deborah A.H. Christen; seconded by Paul Doherty, financial was approved as presented.

Mr. Capoccia the presented the following Resolutions;

**RESOLUTION AUTHORIZING SIGNING OF CERTIFICATE OF SUBSTANTIAL  
COMPLETION FOR THE PARKING LOT RESURFACING AT THE PEARL BROOK  
DEVELOPMENT  
DHCD PROJECT NUMBER 162017  
Resolution 201312**

**Whereas:** The Architect (Graves Engineering) has inspected and recommended that the parking lot resurfacing at the Pearl Brook development has reached the point of Substantial Completion and,

**Whereas:** It is anticipated that the representatives from the Department of Housing & Community Development will agree 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 parking lot resurfacing at the Pearl Brook development.

**RESOLVED,** Motion made by Paul Doherty to accept the Substantial Completion of parking lot resurfacing at the Pearl Brook development.

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

**RESOLUTION FOR APPLICATION AND CERTIFICATE OF  
PAYMENT NUMBER ONE IN CONJUNCTION WITH THE  
PARKING LOT RESURFACING AT THE PEARL BROOK DEVELOPMENT  
DHCD PROJECT 162017**

Resolution 201313

**Whereas:** The Lunenburg Housing Authority has received from the contractor, Sunshine Paving, an Application and Certificate of Payment Number One in conjunction with the parking lot resurfacing at the Pearl Brook Development, and

**Whereas:** The amount of payment number one is \$67,355.00.

**NOW THEREFORE BE IT RESOLVED,**

That the Lunenburg Housing Authority Board of Directors authorizes the Executive Director or Assistant Executive Director to sign Certificate of Payment Number One, and any future application and certificate of payments received prior to Final Completion (contingent upon the architect's and DHCD's approval) in conjunction with the parking lot resurfacing now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

**RESOLVED,** Motion made by Paul Doherty to authorize the Executive Director or Assistant Executive Director to sign the Certificate of Payment Number One and any future application and certificate of payments received prior to Final Completion (contingent upon the architect's and DHCD's approval) in conjunction with the parking lot resurfacing currently being undertaken by the Lunenburg Housing authority and the Department of Housing and Community Development.

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

**RESOLUTION AUTHORIZING SIGNING OF CERTIFICATE OF FINAL  
COMPLETION AND FINAL PAYMENT FOR THE PARKING LOT RESURFACING  
AT THE PEARL BROOK DEVELOPMENT  
DHCD PROJECT NUMBER 162017  
Resolution 201314**

**Whereas:** The Architect (Graves Engineering) has inspected and recommended that the parking lot resurfacing at the Pearl Brook development has reached the point of Final Completion and,

**Whereas:** It is anticipated that the representatives from the Department of Housing & Community Development will agree 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 and Final Payment in the amount of \$4,645.00 for the parking lot resurfacing at the Pearl Brook development.

**RESOLVED,** Motion made by Paul Doherty to accept the Final Completion and Final Payment for the parking lot resurfacing at the Pearl Brook development.

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

The chair person then turned the gavel over to Mr. Capoccia for the purpose of electing new officers. Deborah A.H. Christen proposed to continue members as they are, Elizabeth Murphy; Chair, Deborah A. H. Christen, Vice-Chair, Amaryllis Leet; Member, Sheila Lumi; Member, Paul Doherty, Member, Eugene Capoccia; Secretary, on a motion by Paul Doherty; seconded by Elizabeth Murphy; motion approved; all in favor.

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