

# LUNENBURG HOUSING AUTHORITY

## MINUTES OF REGULAR MEETING

January 23, 2014

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

Members Absent: Sheila Lumi, Member

Also Present: Peter Proulx, Assistant E.D.  
Denise Ivaldi, Recording Secretary

### Resident Comments:

The analog equipment for the TV has failed.

*Peter - Three companies no longer work on it. Comcast costs about \$90/month which is a little high. We are looking for a bundle package.*

How are things suppose to work during a snowstorm? *Peter - Keith blows the horn, but will wait until Gatsby arrives. There was one incident where Gatsby arrived three hours later (tenants moved cars).*

There was a car that was hit. They were told not to call police as it was private property. *Gatsby is taking responsibility.*

Two people didn't move their cars. Keith shoveled around them; he shouldn't have to. *Peter – he was probably being nice.*

The Chair opened the meeting at 6:30 p.m. and declared a quorum present. There were no minutes from the previous meeting; they will be available for the next meeting.

There was some discussion on the Gatsby contract, etc. The board was asked when the town stopped sanding? We will verify this with Mr. Capoccia.

Mr. Proulx went over the Director's Report. All is well; fully occupied. Year-end financials will be available in February. Reserves are at 51.81%.

He next went over the facilities report. Again, we are at 100% occupancy. Same number of work orders as previous month.

There was a good turnout of residents at the Capital Improvement Plan meeting held recently. Many of the ideas from the residents will be covered through the operating budget. This is a five year plan with a three year budget (FY 13/14/15). Plans for capital improvement are as follows:

- FY13 – parking lot resurfacing
- FY14 – which actually ends June 2014 – camera security system. No more than 16 on the Community Building; to be monitored at LHA.
- FY15 – carpet replacement in apartments
- FY16/FY17 – kitchen replacements and some common halls. Drafty windows in apartments. FY17 is contingent upon DHCD allocations.

Member Doherty asked how the numbers were determined. Peter explained. Member Doherty asked about the back patio/concrete. Peter said he was looking into that; might have other money available for that.

The following resolution was presented:

**RESOLUTION TO APPROVE THE APPLICATION FOR CAPITAL  
IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

**Resolution 201401**

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Lunenburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the years 2013, 2014, 2015, 2016 and 2017 and,

Whereas: A meeting was held with the tenants on January 16, 2014 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Lunenburg Housing Authority Board of Commissioners have reviewed and approved the five year Capital Improvement Plan (CIP) Formula Funding for years 2013, 2014, 2015, 2016 and 2017 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Member Doherty to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

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

Mr. Proulx explained the pipe burst of Friday, January 3<sup>rd</sup>. He showed some photos to the board along with a piece of the damaged pipe. It was a team effort. The fire department, electrician, Keith, LHA personnel (both office and maintenance) all worked together. Serve Pro arrived Saturday morning at 8:00 a.m. Tenants either went to stay with a relative or to a hotel. Everyone was back by Monday afternoon except for one who chose to stay with a relative longer and was back in the apartment Thursday. Pizza and soda was provided to the displaced tenants in the Community Room. The insurance company was contacted and everything will be covered except for the \$1,000 deductible. Chair Murphy commented that there seemed to be a good response from LHA.

There being no further business; on a motion by Chair Murphy, seconded by Vice Chair Christen, the meeting adjourned at 7:00 p.m.