

# **LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING**

*131 White Street, Lunenburg, MA*

January 23, 2020

Members Present: Linda McDonald, Vice Chair  
Deborah A.H. Christen, Member  
Karin Menard, Member  
Ronald Dionne, member

Also Present: Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Denise Ivaldi, Recording Secretary

1. Vice Chair Linda McDonald declared a quorum present and opened the meeting at 6:34 p.m.

Opportunity for Public Comments:

- Parking at corner, people parking in no parking area. Housing authority is working on this issue.

Ben Gold asked for a moment of silence for former Executive Director Gene Capoccia who passed away earlier this month. Gene was Executive Director for 25 years with the Leominster Housing Authority. He was a top-notch guy; let's take a moment to think about him and his wife.

Ben Gold introduced our new maintenance supervisor Scott MacKenzie; who was previously at the Ayer Housing Authority. Scott told the Board he was glad to be here; he is a Lunenburg resident. He takes pride in his work and the complex.

Election of Officer put on hold until a future meeting.

2. The minutes of the November meeting will be provided next month.

3. The Executive Director Report:

- We received DHCD FY2023 formula funding award letter in the amount of \$70,196.
- Mass NAHRO v DHCD, E.D. lawsuit (some Executive Directors involved in this).  
The claim is that DHCD is over-reaching with E.D. contracts, providing more than general guidance.

4. Financial Report (November 2019):

- Reserves are at 70.27%. We are doing well for Utilities; Maintenance and Extraordinary Maintenance are both good. Motion to accept the November 2019 financial report was made by Karin Menard. Deborah Christen seconded; all were in favor. Monthly payroll passed around for two board member signatures.

5. Modernization Report:

- Underground Wiring for Fire Alarm Panel (Fish #162030) – DHCD waiting on revised fee proposal from Nangle Engineering.
- Septic System Replacement (Fish #162031) – Pumping all three systems at 705s; hopefully all three systems will be replaced this summer.
- FY2020 Health & Safety Exterior Lighting (Fish #162034) – DHCD awarded an additional grant of \$10,000; will use for outside lighting near the dumpsters in addition to the front parking lot.
- Work Order Report – 32 routine work orders received, 22 completed; 3 emergency work orders, 2 completed.

6. State-Aided Housing Report:

- 12 applications received in December – 7 elderly/young disabled and 5 family.
- No lease-ups or vacancies in December.
- We are currently at 100% occupancy.

7. Unfinished Business: None

8. New Business: The following resolution was presented by the Chair:

Resolution 202001 Quarterly Unrecoverable Debt Write-Offs. A tenant of the Lunenburg Housing Authority vacated while owing rent and/or tenant balances of \$296.77 not recoverable per the Housing Manager; this balance is older than ninety (90) days as of December 31, 2019. Motion made by Deborah Christen to write-off \$296.77 as uncollectable debts. Karin Menard seconded and the motion was passed by a 4 to 0 vote.

9. Other Correspondence:

- DHCD PHN 2019-27 FY20 Health & Safety Initiative: Small Project Round
- DHCD PHN 2019-28 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance
- DHCD PHN 2019-29 Clarification of DHCD Standards for Reviewing Benefits Provisions of Local Housing Authority Executive Director Contracts
- DHCD PHN 2019-30 Release of Updated Top Compensation Form
- DHCD PHN 2019-31 CHAMP Tenant Selection Performance Area in Performance Management Review

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 7:06 p.m. Karin Menard seconded, all were in favor, and the meeting was adjourned.