

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

*131 White Street, Lunenburg, MA*

February 20, 2020

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

Members Absent: Karin Menard, Member

Also Present: Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Sue Honeycutt, Fenton & Ewald  
Denise Ivaldi, Recording Secretary

1. Vice Chair Linda McDonald declared a quorum present and opened the meeting at 6:30 p.m.

There were no tenants present and no public comments.

Ben Gold introduced Sue Honeycutt from Fenton & Ewald who is here to review the year-end financial report with the Board.

Page F3 - Tenant rents received are right on budget. DHCD allows us to keep 100% of solar net metering credits allowing us to save \$24,000. Subsidy is a little lower than budgeted. Utilities are under by \$14,000. \$10,566 in uncollected rent balances. All in all, we had an operations surplus of \$34,603.

Page F2 – Reserves are at 64.29% (\$101,033); DHCD likes to see a minimum of 35%.

Motion to accept the December 31, 2019 year-end financial report was made by Deborah Christen. Ronald Dionne seconded; all were in favor. Monthly payroll passed around for two board member signatures.

The Board thanked Sue Honeycutt for coming in to review with them.

2. The minutes of the November 21, 2019 and January 23, 2020 meetings were presented. Ronald Dionne made a motion to accept both minutes; Deborah Christen seconded and the minutes were accepted.

3. The Executive Director Report:

- MassNAHRO Annual Conference being held May 17-20; recommend Board attendance if available.
- Is there Board interest in using tablets for board report documents. There was some discussion and will be further discussed before making a decision.

5. Modernization Report:

- Underground Wiring for Fire Alarm Panel (Fish #162030) – Walkthrough with Nangle Engineering on February 2<sup>nd</sup>; now in design phase.
- Septic System Replacement (Fish #162031) – Graves Engineering has completed their report; now in design phase.
- FY2020 Health & Safety Exterior Lighting (Fish #162034) – Funds will be used to add exterior lighting.
- Work Order Report – 22 routine work orders received, all completed; 4 emergency work orders, all completed.

6. State-Aided Housing Report:

- 18 applications received in January – 9 elderly/young disabled and 9 family.
- 679 elderly and 1,487 family on the waiting list.
- There were two lease-ups and no vacancies in January.
- We are currently at 100% occupancy.

7. Unfinished Business:

- Ronald Dionne stated that new parking signs were needed to impact individuals coming into the complex. Questioned whether assigned parking was still in effect for residents. The two items will be looked into further.

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

Resolution 202002 Execution of DHCD Required Year-End Financial and Federal/State Lead Paint Certifications (Fiscal Year Ending 12/21/2019). Motion made by Deborah Christen to approve the year-end financial statement presented by Sue Honeycutt and Federal/State lead paint certification. Ronald Dionne seconded and the motion was passed by a 3 to 0 vote. The Board signed the Certification Pages for submittal to DHCD.

Ronald Dionne stated areas of snow should be pushed back in case we have more snow.

9. Other Correspondence:

- DHCD PHN 2020-01 Rental Assistance and Public Housing Data Warehouse
- DHCD PHN 2020-02 FY21 & 22 Sustainability Initiative Program Updates
- DHCD PHN 2020-03 Effective January 2020 – Updated Energy Monthly Reporting System

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 7:05 p.m. Ronald Dionne seconded, all were in favor and the meeting was adjourned.