

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING

February 21, 2019

Members Present: Paul Doherty, Chair
Linda McDonald, Vice Chair
Deborah A.H. Christen, Member
Caroline Fortin, Member

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

1. The Chair declared a quorum present and opened the meeting at 6:32 p.m.
2. The minutes of the November 15, 2018 meeting were presented. Linda McDonald made a motion to accept the minutes; Deborah Christen seconded. All were in favor and the minutes were accepted.

Although this is not the Annual Meeting, the Election of Officers is being held at this time as the Board has not met since November 2018. Vice Chair Paul Doherty has been Acting Chair since Elizabeth Murphy resigned her position on the board in The Acting Chair Paul Doherty turned the meeting over to Ben Gold. Ben opened the floor to the Board for nominations. Deborah Christen nominated Paul Doherty as Chair. Linda McDonald seconded, all were in favor and Paul Doherty accepted. Deborah Christen then nominated Linda McDonald as Vice Chair. Paul Doherty seconded, all were in favor and Linda McDonald accepted.

3. The Executive Director Report:
 - We hired a new Front Desk Clerk; Luz Gonzalez started on February 14th.
 - Ben will be attending the 37th Annual Legislative Day at the State House on March 7th.
 - Ben and Evelyn Perez talked to the Lunenburg Women's Club about the application process for Pearl Brook. They were well received by those attending.
 - The LHA E.D. Search is underway.
4. Financial Report – Year-end report presented and reviewed by Sue Honeycutt.
 - Page F2 - \$87,725 in the regular account; \$10,633 in Accounts Receivable. Reserves are at 48.5% (\$83,000); we are in good shape.
 - Page F3 – Income is about \$8,000 less than projected/budgeted.
 - Page F3 – Solar credits – right now DHCD allows housing authority to keep 100%, this could go back to 25%.
 - Page F3 – Total administration is okay. Total utilities and total maintenance are both a little under. Non-routine maintenance is a little over.
 - Page F4 – List of non-routine maintenance: flooring, contributed to some modernization, appliances, copier and computer upgrades.

The board asked how many payment agreements we have at the moment; will get back to them. Linda McDonald made a motion to accept the December 2018 year-end financial report. Deborah Christen seconded; all were in favor.

5. Modernization Report:
 - Septic system at Building #3 not working properly; RCAT working on this. We have to pump more frequently.
6. State-Aided Housing Report:
 - We received 16 standard applications in January; 10 elderly/young disabled and 6 family.
 - There are 577 elderly/young disabled and 1,014 family applicants on the waiting list.
 - There were two lease-ups; no vacancies
 - CHAMP put on hold until April 1st; there were a few glitches.
7. Old Business: Status on post office and tenant mail boxes; will get update for next meeting.
8. New Business: The following resolutions were presented:

RESOLUTION TO WRITE-OFF QUARTERLY
UNRECOVERABLE DEBTS

RESOLUTION 201901

- Whereas: One tenant of the Lunenburg Housing Authority has vacated while owing rent and,
- Whereas: The person vacating owed \$260.40 as of December 31, 2018 (*see attached list*). The amount is ninety (90) days old as of December 31, 2018 and,
- Whereas: The Lunenburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority officially write-off \$260.40 as uncollectable debts effective January 2019

RESOLVED, Motion made by Caroline Fortin to write off \$260.40 as uncollectible debts effective January 2019.

SECONDED, Linda McDonald seconded the motion, and the motion was passed by a unanimous vote

9. Other Correspondence:
 - PHN Notices
 - February 2019 NAHRO Newsletter

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 7:00 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.