

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

March 21, 2019

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

Members Absent: Caroline Fortin, Member

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

1. The Chair declared a quorum present and opened the meeting at 6:47 p.m.
2. The minutes of the February 21, 2019 meeting were presented. Deborah Christen made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - Ben will be attending the NAHRO 2019 Annual Conference May 19-22. He encourages a couple of board members to attend as well.
 - DHCD Board Member Training - We are all set with this; thank you all for completing.
 - Leominster H.A. appointed Ben as the new Executive Director subject to DHCD final approval. Thank you for your support.
4. Financial Report – January/February 2019
 - Page F2 – Reserves are at 44.43%.
 - Page F3 – We are doing okay with utilities. Maintenance overspent a little with snow removal.
 - We are generally doing good.

Linda McDonald made a motion to accept both the January and February financial reports. Deborah Christen seconded; all were in favor.

5. Modernization Report:
 - No ongoing projects at this time.
 - In 2020 we will focus on new roofs, LEAN and the septic system.

Chair Paul Doherty asked if we could bring someone in once to do some landscaping, bushes and so forth.

6. State-Aided Housing Report:
 - We received 16 standard applications in February; 4 elderly/young disabled and 12 family.
 - CHAMP – still some issues, hopefully go live mid-April.
 - There are 583 elderly/young disabled and 1,014 family applicants on the waiting list.
 - There was one vacancy; no lease-ups.
 - Overall occupancy is at 98.15%
7. Old Business: The Board would like an update on the crank out windows.

8. New Business: The following resolutions were presented:

On the first resolution for the 2019 budget resubmittal, the Executive Director noted that reserves were too low so we went through the budget and cut some costs. Reserves are now at 36%; we will do a budget revision later if needed.

RESUBMITTAL OF 2019 4001 OPERATING BUDGET

RESOLUTION 201903

WHEREAS: The Lunenburg Housing Authority has the need to resubmit the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2019, representing a total budget revenue change from \$301,137 to \$296,958 (a decrease of \$4,179), total expenses change from \$330,795 to \$314,616 (a decrease of \$16,189) and a request for subsidy change from \$47,893 to \$43,714 (a decrease of \$4,179).

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board authorizes the resubmission of the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2019 representing a total budget revenue change from \$301,137 to \$296,958 (a decrease of \$4,179), total expenses change from \$330,795 to \$314,616 (a decrease of \$16,189) and a request for subsidy change from \$47,893 to \$43,714 (a decrease of \$4,179) to the Department of Housing and Community Development, as directed by DHCD and recommended by the Executive Director.

RESOLVED, Motion made by Deborah Christen to resubmit the 2019 Operating Budget for State-Aided Housing of the Lunenburg Housing Authority to the Department of Housing and Community Development.

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

RESOLUTION FOR CFA AMENDMENT #7 BETWEEN THE LUNENBURG HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT FOR FORMULA FUNDING MASTER CFA – ALL DEVELOPMENTS WORK PLAN 5001

Resolution 201904

Whereas: The Lunenburg Housing Authority has the need to amend the Contract for Financial Assistance between the Leominster Housing Authority and the Department of Housing and Community Development, and

Whereas: This amendment is to fund the following and extends the contract dates of service from June 30, 2021 to June 30, 2022:

Fish #162015 FY022 Formula Funding Award - \$65,818.00

Whereas: The above-mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$65,818.00 (total contract amount is now \$766,488.70).

NOW THEREFORE BE IT RESOLVED:

That the Lunenburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment #7 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Leominster Housing Authority.

Resolved, Motion made by Linda McDonald to authorize the signing of the Standard Contract Amendment Form by the Chair, or their designee, in conjunction with the projects listed on Amendment #7 for Capital Improvement Work Plan 5001 currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

Seconded, Deborah A.H. Christen seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION ADOPTING DHCD REVISED INCOME LIMITS FOR
ADMISSION AND FMRs FOR CONTINUED OCCUPANCY

Resolution 201905

Whereas: The Department of Housing and Community Development (DHCD) has revised the Income Limits for admission to state-aided public housing and for participation in the AHVP, as well as FMRs for Continued Occupancy, which are effective March 1, 2019 and,

Whereas: The Lunenburg Housing Authority has been advised by DHCD, that the Revised Income Limits and FMRs should be adopted and,

Whereas: The Authority is currently administering the Conventional Housing program and participating in the AHVP.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority adopt the Revised Income Limits and FMRs by household size specific for all sizes effective March 1, 2019.

RESOLVED, Motion made by Deborah Christen to accept the Revised Income Limits for admission and FMRs for Continued Occupancy.

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

9. Other Correspondence:

- PHN Notices (February)
- NAHRO Newsletter – March/April 2019

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 7:09 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.