

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

131 White Street, Lunenburg, MA (virtual meeting held)

April 23, 2020

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

Members Absent: Ronald Dionne, Member

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

1. Meeting called to order:

- a. Vice Chair Linda McDonald asked for a roll call of members present: Deborah Christen – present, Karin Menard – present, Linda McDonald – present, Ronald Dionne – absent. Also present were Benjamin Gold, Executive Director and Adam Gautie, Assistant Executive Director. The Vice Chair declared a quorum present and opened the meeting at 6:30 p.m. There is opportunity for public comments, asked if any individuals from the public present. For the record there were none.
- b. The minutes of the February 20, 2020 meeting were presented. Karin Menard made a motion to approve the minutes; Linda McDonald seconded and all were in favor.

A tenant just called in Lourdes from K3 in Pearl Brook Apartments. Question was when are the speed bumps going to be put back in. Was taking the trash out and had close encounter with someone coming in. Another person had it happen to her too at night. Ben Gold asked Adam Gautie for input. Use to have temporary speed bumps but issue with someone tripping over it and getting hurt so they were removed. Discussed possibility of regular asphalt speed bumps in but last board meeting in the fall it was determined we would not do that. We can revisit it again, something we can talk about. Resident said it is more dangerous near the curve as the person comes in speeding, they don't see the resident until they get to the curve. She is concerned about the speed bumps. The housing authority will take another look to see what can be done. Resident thanked the board, and appreciated the alerts the housing authority is putting out on the COVID. Linda McDonald asked if a flashing sign or lights could be put in that area; can discuss as long as it doesn't cause any issues with any of the units. Can talk with the electrician and Director of Maintenance to see what possibilities are.

2. The Executive Director Report – Ben Gold

- a. MassNAHRO Annual Conference postponed until September due to the COVID-19 outbreak.
- b. Our Director of Finance, Sheila Lancelotta, will be retiring in June. We will start interviewing next week; received a lot of resumes. Sheila has been very valuable, here a number of years.
- c. COVID-19 Update – Working very hard around our housing authorities keeping residents and staff informed of the situation, giving staff protective gear. Maintenance personnel only going in to do emergency work orders and vacant units, everything else being deferred. The office is closed and staff working from home if they can, staggering hours in Leominster. Dennis and Scott

still on-site. Working best we can to keep the virus out of our housing authorities. Can always call me if you have any questions.

3. Financial Report – March 31, 2020 – Ben Gold

a. Page F1 – Healthy reserve at 73.80%. Very good, the entire report looks very good.

b. Page F2 – Three months into our fiscal year, rents budgeted \$58,559; received \$64,823.

Maintenance is good, we're right on track. General expenses look good, total operating expenses. Everything looks good, no concerns.

Deborah Christen made a motion to accept the March 31, 2020 financial report. Karin Menard seconded; all were in favor.

4. Administration:

a. Modernization/Work Order Report – Adam Gautie:

Underground Wiring for Fire Alarm Panel (Fish #162030) – Walkthrough a couple months ago, still in design process. Still on track to be bid out and hopefully worked on soon.

Septic System Replacement (Fish #162031) – Graves Engineering done with the construction documents, DHCD just needs to put out for bid. Pre-construction meetings, site walk-throughs with multiple contractors so DHCD is hesitant to do these types of projects right now. Hopefully in a few weeks we can move forward.

FY2020 Health & Safety Exterior Lighting (Fish #162034) – Funds will be used to add exterior lighting; have not done anything yet.

Work Order Report – covering last two months - 56 routine work orders received, 55 completed; 3 emergency work orders, all completed.

a. State-Aided Housing Report – Ben Gold:

We received ten (10) standard applications in March – 5 elderly/young disabled and 5 family. We have 756 elderly and 1,616 family on the waiting list. There was one lease-up in March and zero vacancies. We are currently at 100% occupancy. We included a lot of PHNs at the end of the packet with guidance from DHCD. How to do lease-ups, how maintenance should handle units. Still moving forward with lease-ups, still pulling applications, still calling individuals, still sending out leases to be signed, meeting people with protective gear if necessary, with the least amount of contact.

5. Unfinished Business – None.

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

a. Resolution 202003 CFA Amendment #8 between Lunenburg Housing Authority and DHCD. This is for Formula Funding, yearly item that we take to the board. This is our fiscal year 2023 monies of \$70,196 and extends the contract date from June 30, 2022 to June 30, 2023. In addition, we have Health and Safety Initiative money for \$20,000 for exterior lighting near the parking and the dumpsters. It is an extension of a contract that already exists with DHCD. Motion made by Karin Menard made a motion to approve Amendment #8 to the Contract for Financial Assistance with DHCD. Deborah Christen seconded and the motion was passed with all in favor.

b. Resolution 202004 Approval of Execution of the Commonwealth of Massachusetts Operating Subsidy Agreement. Our five-year subsidy agreement expires June 30, 2020 so we are renewing for five years with a term date of July 1, 2020 to June 30, 2025. This is based on the approved budget or reconciled operating statement, as long as we are getting our money, we're not going to need a lot of subsidy. Motion made by Karin Menard to approve Resolution 202004. Deborah Christen seconded and the motion was passed with all in favor.

c. Resolution 202005 Approval of Accounting Services Contract. We've used Fenton and Ewald for a number of years and are happy with their services. Motion made by Karin Menard to approve Resolution 202005. Deborah Christen seconded and the motion was passed with all in favor.

d. Resolution 202006 Approval to Write-Off Quarterly Unrecoverable Debts. We had a person vacating owing \$934.00. There were some damages to the apartment; we most likely will not try to recover the money for this one. Motion made by Deborah Christen to approve Resolution 202006 Karin Menard seconded and the motion was passed with all in favor.

7. Other Correspondence: DHCD PHNs 2020-05 through 2020-16. A number of PHNs, mostly related to COVID-19. The State has been sending out a lot of guidance, Ben Gold is on a weekly call with the State along with other Executive Directors.

8. No Resident Participation Requested.

9. Karin Menard made a motion to adjourn the meeting at 7:03 p.m. Deborah Christen seconded, all were in favor and the meeting was adjourned.

