

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

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

June 18, 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 was absent; this would have been his last meeting as he did not seek re-election to the board. 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, for the record there were no individuals calling in.
- b. The minutes of the April 23, 2020 meeting were presented. Karin Menard made a motion to approve the minutes; Deborah Christen seconded and all were in favor.

2. The Executive Director Report – Ben Gold

- a. COVID-19 Update – The offices are still closed but we are getting back to the office slowly, social distancing, wearing masks, sanitizing. Hopefully beginning to be more normal, working with our employees to make sure they are comfortable in their roles.
- b. We hired a Director of Finance, Kathy Fortier, starting June 22nd. Sheila Lancelotta's last day is June 29th. Kathy worked at the Leominster Housing Authority previously, coming from Medford Housing Authority, was the Assistant Executive Director there. She has a wealth of knowledge, happy to have add her to the staff; she lives in Leominster which is nice.
- c. Remote PMR Results for 2019 – PMR reviews occupancy, certifications, reporting and adjusted net income. There was one finding for operational guidance for tenant accounts receivables for the family units; we will look closely to see how we can improve on that finding.
- d. MassNAHRO Annual Conference being held virtually on September 15-17. They took a poll of MassNAHRO members and 50% did not feel comfortable going to an in-person conference. If interested, let Denise know so she can register you.
- e. Board Member Certification – flyer included in packet. If interested in any of the webinars, let Denise know so she can register you.

Karin Menard asked about increased costs due to COVID, in general. There are some costs with overtime, sanitizing high traffic areas and PPE. We only have two employees but Adam is working on items with Sheila to put together the expenses to be submitted directly to FEMA for reimbursement.

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

a. Page F1 – Healthy reserve at 66.97%. Doing very well.

b. Page F2 – Five months into our fiscal year, rents budgeted \$97,598; received \$110,030. However, this does bring our subsidy down. Administrative doing fine, we're right on track. Utilities a little over but we look good. Ordinary maintenance, we're doing fine. Everything looks good, no concerns. Karin Menard made a motion to accept the May 31, 2020 financial report. Deborah Christen seconded; all were in favor.

4. Administration:

a. Modernization/Work Order Report – Adam Gautie:

Underground Wiring for Fire Alarm Panel (Fish #162030) – Bids are due next Wednesday, not June 17th as on the report. Met this morning for a pre-walkthrough with the contractors. Hopefully we receive a favorable bid so we can move on with the project.

Septic System Replacement (Fish #162031) – Soil test conducted through the Board of Health a couple of weeks ago, it was delayed due to COVID. Graves Engineering is completing the construction documents, then out to bid.

FY2020 Health & Safety Exterior Lighting (Fish #162034) – No further discussion needed.

Karin Menard asked if any of the housing authorities ever worked with their Green Community's Task Force on any lighting type projects. Adam Gautie said there is a LEAN program similar to Mass Save but with commercial and public entities, we do work with them on some projects. Karin said that Lunenburg has its own community's task force and wasn't sure if their group could be part of or helpful. Adam said that we should definitely look into it especially when it comes to free money. Karin not sure if they work with groups like ours but has a contact and will get it to Adam.

Work Order Report – Nine (9) routine work orders received, three (3) completed; Seven (7) emergency work orders, all completed. Keep in mind Scott is focusing on emergencies and sanitization with routine work orders being deferred.

a. State-Aided Housing Report – Ben Gold:

We received six (6) standard applications in May – two (2) elderly/young disabled and four (4) families. We have 794 elderly and 1,727 families on the waiting list. There was no lease-ups or vacancies in May. We are currently at 100% occupancy.

5. Unfinished Business – None.

6. New Business: None

7. Other Correspondence: DHCD PHN 2020-22 Quarterly Operating Statement for Local H.A.s

8. No Resident Participation Requested.

Adam Gautie gave an update on speed bumps. At a previous meeting, a resident had brought up concern with speed bumps and asked if one could be installed. We received a quote of \$1,250 for a permanent asphalt speed bump not a temporary one. It is proposed to be placed near the Community Room but shouldn't interfere with tenants crossing that area. There should be no issue with plowing.

9. Deborah Christen made a motion to adjourn the meeting at 6:50 p.m. Karin Menard seconded, all were in favor and the meeting was adjourned.

