

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

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

October 29, 2020

Members Present: Linda McDonald, Chair
Deborah A.H. Christen, Member
Jon Hogue, Member

Members Absent: Karin Menard, Vice Chair

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

1. Meeting called to order:

- a. Chair Linda McDonald asked for a roll call of members present: Deborah Christen-present, Jon Hogue-present, Linda McDonald-present, Karin Menard-absent. Also present were Benjamin Gold, Executive Director; Adam Gautie, Assistant Executive Director, Sue Honeycutt/Fenton & Ewald and Denise Ivaldi, Administrative Assistant. The Chair declared a quorum present and opened the meeting at 6:30 p.m.
- b. The minutes of the September 24, 2020 meeting were presented. Deborah Christen made a motion to approve the minutes; Jon Hogue seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye; all were in favor and minutes were accepted and approved.
- c. Opportunity for Public Comment: For the record there were no individuals calling in.

2. The Executive Director Report – Ben Gold

- a. COVID-19 Update – We are still social distancing, wearing masks and sanitizing the facility as numbers creep back up in Massachusetts.
- b. Board Member Recruitment – If you know anyone in town who may be interested, please let us know.
- c. Management Agreements – We are looking into other housing authorities that may want to be managed, we had two interviews last week with Clinton and Templeton. It went pretty well and both have called us back for a second interview. We are giving other housing authorities an option besides having an Executive Director. Will keep the Board posted on this.
- d. Ben appointed to the NERC/NAHRO Board of Directors to fill a seat until June 2021.

3. **Financial Report** – September 2020

Sue Honeycutt is here to review the financial report with the Board and if acceptable she will present the budget revision as well (our one resolution for tonight).

- a. Page F3 – Operating Statement, shelter rent is up from what was budgeted by \$20,813 causing subsidy to be under budget by \$25,688; utilities under budget as well adding to this. Everything else looks really good. Net income before non-routine, we are making \$44,424. Bottom line we are still at a positive of \$8,213.
- b. Page F4 – Healthy reserves at 70.67%.

Brief discussion on staff salary and where that would show on the financial report. There is no administrative staff because Leominster manages Lunenburg. We do have maintenance staff under Line Item 4410 Maintenance Labor. The management fee is under Line Item 4190.1 Total Administrative Expenses; this is in lieu of an Executive Director salary.

Resolution 202013 – Approval and Submittal of FY20 Budget Revision 1 to DHCD.

Sue Honeycutt presented the budget revision. A budget revision was needed to add some Cares Act Funding (COVID funding from the State). In order to earn that money, we have to put it in subsidy as an exemption. The amount that we have received was \$17,615. In the revision we added to the subsidy the \$17,615 and we also added a total expense in extraordinary maintenance to equal that. We have until December 31st to spend it unless they decided to extend it.

Linda McDonald moved to approve the FY 20 Budget Revision 1 as presented for submittal to DHCD as well as the September 30, 2020 financial report. Jon Hogue seconded.

Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye 3 in favor 0 opposed

4. **Administration:**

a. **Modernization/Work Order Report** – Adam Gautie:

Septic System Replacement (Fish #162031) – Construction documents approved by DHCD. Will go out to bid during the winter; installation in the spring.

FY2020 Health & Safety Exterior Lighting (Fish #162034) – Project is complete.

Work Order Report – 65 routine work orders received, 46 completed; 12 emergency work orders, all completed. The 19 open routine work orders are due to inspections beginning again after a delay with COVID. There are no concerns.

b. **State-Aided Housing Report** – Ben Gold:

We received 17 standard applications in September. We have 899 elderly and 2,129 families on the waiting list. There were no lease-ups and no vacancies in September. We are currently at 100% occupancy and doing very well.

5. **Unfinished Business** – None.

6. **New Business:**

Resolution 202013 Approval and Submittal of FY 20 Budget Revision to DHCD. This resolution was presented and approved during the financial report.

7. **Other Correspondence** – DHCD Public Housing Notices:

- PHN 2020-30 FY2021 Budget Guidelines
- PHN 2020-31 Treatment of Unemployment Insurance Benefit Income
- PHN 2020-32 Eviction Prevention Guidance

8. **Resident Participation:** None Requested

9. **Board Commissioners' Comments:** None

10. **Motion to Adjourn:**

Jon Hogue made a motion to adjourn the meeting at 6:51 p.m. Deborah Christen seconded; Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye and the meeting was adjourned with all in favor.

The next meeting is scheduled for Thursday, November 19th.