

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

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

November 19, 2020

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

Members Absent: None

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. Also present were Benjamin Gold, Executive Director; Adam Gautie, Assistant Executive Director 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 October 29, 2020 meeting were presented. Deborah Christen made a motion to approve the minutes; Jon Hogue seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye; all were in favor and minutes were accepted.

c. Opportunity for Public Comment: For the record there were no individuals calling in.

3. Financial Report – October 2020

a. Page F2 - Healthy reserves at 74.77%.

b. Page F3 – Doing well with shelter rents; \$23,000 to the good (ten months in). Utilities over a little; maintenance labor over due to COVID cleaning and other items. We are to the good with contract costs. No concerns.

Jon Hogue moved to approve the October 2020 financial report. Linda McDonald seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye

4. Administration:

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

Septic System Replacement (Fish #162031) – Construction documents completed; permit signed to get project going. Will go out to bid during the winter; installation in the spring/summer.

Work Order Report – 26 routine work orders received, all completed; 4 emergency work orders, all completed. Possibly be going to deferred work orders again. There are no concerns at this time.

Brief discussion on condition of Community Room decking. Maintenance did some work on it a couple months ago; will get status on rotted boards.

b. State-Aided Housing Report – Ben Gold:

We received 13 standard applications in October; seven elderly and six family. There is a significant number of applicants on the waiting list as turnover is low. There were no lease-ups and no vacancies in October. We are currently at 100% occupancy and doing very well.

5. Unfinished Business – None.

6. New Business:

Resolution 202014 Approval of DHCD CFA Amendment #9. Contract for financial assistance between the Lunenburg Housing Authority and DHCD. This is for \$10,000 COVID funding which does not affect our formula funding. Motion made by Deborah Christen to approve Resolution 202014; Jon Hogue seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye; all in favor and motion passed.

7. Other Correspondence – DHCD Public Housing Notices:

- PHN 2020-33 COVID 19 Response Updated Recommendations
- PHN 2020-34 Guidance on Regulations Regarding Family Members of LHA Board Members & Employees
- PHN 2020-35 Regulatory Waiver Regarding Senior Wage Exclusion
- PHN 2020-36 Revision to PHN 2018-03: Changes to HAFIS Budget and Operating Statement Forms for LHAs with Solar Power Net Meter Credit Contracts

2. The Executive Director Report – Ben Gold

- Update on Management Agreements – Applied to manage two housing authorities (Templeton and Clinton). Our staff went through two rounds of interviews and both decided to hire their own Executive Directors rather than being managed by another housing authority. We will watch for other opportunities for us.

8. Resident Participation: None Requested

9. Board Commissioners' Comments: None

10. Motion to Adjourn:

Jon Hogue made a motion to adjourn the meeting at 6:45 p.m.; Linda McDonald seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye with all in favor the meeting adjourned.

The next meeting is scheduled for Thursday, December 17th.