

# LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

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

December 15, 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  
Kathleen Fortier, Director of Finance  
Sue Honeycutt, Fenton & Ewald  
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, Kathleen Fortier, Director of Finance, Sue Honeycutt, Fenton & Ewald and Denise Ivaldi, Administrative Assistant. The Chair declared a quorum present and opened the meeting at 5:30 p.m.

b. The minutes of the November 19, 2020 meeting were presented. Jon Hogue made a motion to approve the minutes; Deborah Christen 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.

## 2. **The Executive Director Report** – Ben Gold

- COVID Update – Things remain the same, getting worse, we've had some cases around us. Still doing the best we can, some staff working from home as they are able to get their jobs done. We are doing our best, very difficult right now.
- FY24 Formula Funding Award – Letter from DHCD announcing our FY24 formula funding of \$63,069.00. This amount is based on the number of units.

## 3. **Financial Report** – November 2020

The November 30, 2020 financials were reviewed by Sue Honeycutt. Page 2, financials for eleven months with reserves at 76.16% which is excellent. Page F3, income is up a little from what was budgeted by \$25,793. Everything else looks really good. Spending is a little down under Admin Other; Maintenance Labor a little over due to overtime for sanitizing during COVID. The bottom line is we are at a surplus of \$17,316. COVID money needs to be spent by December 31<sup>st</sup>. Motion to approve

the November 2020 financial report made by Linda McDonald; Deborah Christen seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye and the financials were accepted and approved.

The following motion was acted upon:

New Business:

Resolution 202015 – Approval of FY2021 Budget for Submittal to DHCD.

Sue Honeycutt presented the FY2021 budget. This year there is a 4% decrease in our subsidy of \$8,321. We're hoping the 4% decrease will go away at some point. Looking at actuals, last year's budget and proposed budget. 4190 Admin Other were able to bring that down from previous year by \$4700. Management Fee, requesting 3% increase fee, \$1176 additional dollars. Accounting fees going up 3% for \$214. Maintenance Labor up a little so more put in there; materials about the same. Maintenance Contract Costs increased by \$6,000, no non-routine included. Property insurance went up considerably from \$126/unit to \$170/unit. Employee benefits went down a little. Projected to earn a subsidy of \$30,272. Non-routine, used truck with plow for \$20,000 being sold by Leominster H.A. to Lunenburg H.A. Projected to have an income of \$1,705 for operations; with the \$20,000 truck purchase reserves will be at \$18,295; still at 67% and in good shape.

Linda McDonald moved to approve the FY2021 Budget as presented for submittal to DHCD.  
Deborah Christen 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) – Everything approved; waiting to bid out so work can begin in the spring. We also received notice today from DHCD awarding us \$250,000 in emergency funding, outside of our capital funding, to replace the septic system on the elderly side.

Work Order Report – 22 routine work orders received, 21 completed; 8 emergency work orders, all completed. Scott is doing a fine job with the work orders.

Jon Hogue asked about the pickup truck purchased from Leominster and age. Not purchased yet, plan is to not bid out snow plowing next year. This would allow Scott to do the plowing. The truck is a 2010/2011, not too old.

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

We received five standard applications in November; four elderly and one family. There are 933 elderly and 1236 families on the waiting list. There were no lease-ups and no vacancies in November. We are currently at 100% occupancy with no waivers. We do have some vacancies coming up this month, will be report in next month's report.

5. **Unfinished Business** – None.

6. **New Business:**

**Resolution 202015 Approval of FY2021 Budget for Submittal to DHCD** – presented and approved earlier in meeting with the Financials.

**Resolution 202016 Approval of Contract for 2020/2021 Snow Services** – This resolution is to enter into a contract for snow and ice removal for the 2020/2021 season with two options to renew. We received two responses with the lowest bid of \$20,117.42 from Lakeview Nurseries out of Lunenburg. They have been the incumbent snow plower for a long time; we've been happy with their services. Deborah Christen asked if the difference in bid amounts was due to being out of area. Brief discussion followed. She mentioned that her son works for Lakeview Nurseries with the sprinkler systems; asked if it would be a conflict. Brief discussion with recommendation that she contact the Ethics Commission; she said she would abstain from the vote just in case. Motion made by Linda McDonald to approve Resolution 202016; Jon Hogue seconded. Linda McDonald-aye, Jon Hogue-aye, Deborah Christen-abstained. Motion passed with a 2 to 0 vote and one abstaining.

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

- PHN 2020-37 – Insurance Renewal Notice
- PHN 2020-38 – CHAMP PMR Planning Year Criteria
- PHN 2020-39 – LHA Responsibilities to Tenants and Applicants who are Victims of Domestic Violence and Sexual Assault

8. **Resident Participation**: None Requested

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

10. **Motion to Adjourn:**

Deborah Christen made a motion to adjourn the meeting at 5:56 p.m.; Jon Hogue seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye with all in favor the meeting adjourned.

The next meeting is scheduled for Thursday, January 21, 2021