

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

131 White Street, Lunenburg, MA

December 16, 2021

Members Present:

Deborah A.H. Christen, Vice Chair
Linda McDonald, Treasurer
Catherine Clark, Assistant Treasurer

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Sue Honeycutt, Fenton & Ewald
Denise Ivaldi, Recording Secretary

1. Meeting called to order

- a. Vice Chair Jon Deborah Christen asked for a roll call of members present: Linda McDonald-present, Catherine Clark-present, Deborah Christen-present. Also present were Benjamin Gold, Executive Director; Adam Gautie, Assistant Executive Director, Sue Honeycutt/Fenton & Ewald and Denise Ivaldi, Administrative Assistant. The Vice Chair declared a quorum present and opened the meeting at 2:17 p.m.
- b. Linda McDonald made a motion to accept and approve the minutes of the November 18, 2021 meeting. Catherine Clark seconded and upon roll call vote with Linda McDonald-aye, Catherine Clark-aye, Deborah Christen-aye and the minutes were accepted and approved by a 3 to 0 vote.
- c. Opportunity for Public Comment – For the record, no one from the public was in attendance.

2. The Executive Director Report

- a. Received DHCD Formula Funding Letters for FY24-25
- b. Received DHCD Guidance for Resident Service Coordinator (RSC) Funding Addendum 2

3. Financial Report – November 2021

Sue Honeycutt reviewed the November 2021 financial report. Reserves are at 88.53%. Minimum 35% required by DHCD, if over 100% we will not receive subsidy. Operations at \$39,985 before non-routine; non-routine at \$29,793. We are doing really well.

Motion to approve and accept the November 2021 financial report made by Linda McDonald; Catherine Clark seconded and the financials were accepted and approved with a vote of 3 to 0.

4. Administration

a. Modernization/Work Order Report – Adam Gautie

667-1 Community Room Decking and Handrail Replacement (Fish #162036) – Project is complete, looks beautiful. Brief discussion on possibly replacing some of the wooden benches on the property.

35 routine work orders received, 34 completed; 11 emergency work orders, all completed.

b. State-Aided Housing Report – Ben Gold

We received seven standard applications in November; four elderly/young disabled and three family. We have 1,318 elderly/young disabled and 3,292 families on the waiting list. There were no lease-ups and one vacancy in November. We are at 98.11% occupancy with one vacancy coming in December, staff working to fill.

5. Unfinished Business – None

6. New Business

a. Resolution 2021-19 Approval of FY2021 Budget for Submittal to DHCD.

Sue Honeycutt presented the FY2022 budget. This year there will be a 4% increase in our ANUEL (subsidy). No change to rental income budgeted. Solar credits – we are now allowed to keep only 50%; in the past we were given 100%. Materials/Contract Costs were raised up. Non-routine maintenance allowing \$25,000 for appliances and \$8,000 for the smoking gazebo. Projected profit of \$2,846 and reserves will be at 8.93%.

Linda McDonald moved to approve the FY2022 Budget as presented for submittal to DHCD. Catherine Clark seconded and upon roll call vote of Linda McDonald-aye, Catherine Clark-aye, Deborah Christen-aye; motion passed with 3 in favor; 0 opposed.

b. Resolution 2021-20 Approval of Substantial Completion, DHCD #162036 667-1 Community Room Deck Repairs.

Linda McDonald moved to approve Resolution 2021-20. Catherine Clark seconded and upon roll call vote of Linda McDonald-aye, Catherine Clark-aye, Deborah Christen-aye; motion passed with 3 in favor; 0 opposed.

c. Resolution 2021-21 Approval of Final Completion/Payment, DHCD #162036 667-1 Community Room Deck Repairs.

Linda McDonald moved to approve Resolution 2021-20. Catherine Clark seconded and upon roll call vote of Linda McDonald-aye, Catherine Clark-aye, Deborah Christen-aye; motion passed with 3 in favor; 0 opposed.

7. Other Correspondence – The Executive Director reviewed

- PHN 2021-22 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance Policy Period – 11/17/21 to 11/17/22. Salem Housing Authority procured for all Massachusetts housing authorities.
- DHCD PHN 2021-23 Uploading Applicant Responses to Screening into CHAMP.

8. Resident Participation – None Requested

9. Board Commissioners' Comments

10. Motion to Adjourn:

Linda McDonald made a motion to adjourn the meeting at 2:37 p.m.; Deborah Christen seconded. With all in favor the meeting adjourned.