

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

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

February 18, 2021

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
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; 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 December 15, 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.

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

- COVID Update – We're working to assist our Lunenburg residents to get the vaccine. We held a couple of clinics for our Leominster residents age 75 and older on Monday, President's Day. We vaccinated 80 residents with workers from the Community Health Connections in Fitchburg and it was successful. We sent a survey to Lunenburg residents to see who needs the vaccine and who has already been vaccinated. We've been working with the Board of Health in all our towns to see how we can help to expedite.
- Finance Transition – The Director of Finance has resigned after six months. We have hired someone who will start March 1st.

3. **Financial Report** – Year-End 12/31/2020

Sue Honeycutt presented and reviewed the year-end financials with the Board.

Operating Statement – rental income up a little from budgeted. Subsidy was down. We did very well on the income and expenses. Maintenance area was under \$15,000 than budgeted. A little more in extraordinary expenses than budgeted. Line 2700 - \$32,785.00 net income from operations.

Depreciation and post-employment benefits are book entries and do not affect our reserves. Balance Sheet shows invested and capital assets which are the buildings and equipment minus depreciation. The \$150,155 net assets unrestricted is the reserve balance (90.62%). We have to spend some money; a good time for some smaller projects. Reserves should not be over 100% or DHCD will cut our subsidy; 35% is the minimum and 65-70% is a good range to be in. Discussion on using some of the money for a generator. Non-routine expenditures, \$20,000 COVID money included; we received \$17,615 from the State. We are in fantastic financial shape.

4. **Administration**

a. **Modernization/Work Order Report** – Ben Gold

Septic System Replacement (Fish #162031) – Out to bid, bids due February 25th. More information next month.

Community Room Decking and Handrail Replacement (Fish #162036) – In planning phase; can begin project after July 1st.

Work Order Report – 16 routine work orders received, 14 completed; 5 emergency work orders, all completed.

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

We received seven (7) standard applications in January; five elderly/young disabled and two family. There are 1,041 elderly and 2,568 families on the waiting list. There were no lease-ups and one vacancy in January. We are currently at 98.15% occupancy with no waivers.

5. **Unfinished Business** – None.

6. **New Business**

Resolution 2021-1 Approval and Execution of DHCD FY2020 Year-End Certifications – DHCD requires year-end certification of federal/state lead paint compliance, top five compensation and fiscal year 12/31/2020 financials. Sue presented the year-end financials earlier in the meeting. Discussion on whether our buildings had lead paint, whether concern was more for family units than elderly. Motion made by Deborah Christen to approve resolution 2021-1; Linda McDonald seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

Resolution 2021-2 Approval of Management Services Agreement Amendment with Leominster Housing Authority. The Lunenburg Management Fee was increased by 3% which is in line with what DHCD increased administrative salaries. DHCD issued a new PHN in December 2020 which superseded a previous PHN. This is a new agreement which will streamline all management agreements. Motion made by Jon Hogue having reviewed the published Performance Management Review and Agreed Upon Procedures of the Owner, the Board approve and submit to DHCD for its approval the Management Services Agreement between Lunenburg Housing Authority and Leominster Housing Authority for a term of one year for the annual Agreement Sum of \$40,380. Deborah A.H. Christen Seconded the Motion which upon roll-call was passed by a vote of 3 to 0.

Resolution 2021-3 Approval of DHCD CFA Amendment #10 – FY24 Formula Funding Award of \$63,069 and Emergency Reserve Award for Septic System - \$221,863.89. Discussion on DHCD formula funding and emergency funding for projects.

Motion made by Deborah Christen to approve resolution 2021-3; Jon Hogue seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

7. **Other Correspondence** – None

8. **Resident Participation** – None Requested

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

10. **Motion to Adjourn:**

Deborah Christen made a motion to adjourn the meeting at 7:03 p.m.; Jon Hogue seconded. Deborah Christen-aye, Jon Hogue Linda McDonald-aye with all in favor the meeting adjourned.

The next meeting is scheduled for Thursday, April 22, 2021