

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

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

March 25, 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
Denise Ivaldi, Recording Secretary

1. **Meeting called to order:**

- a. Chair Linda McDonald asked for a roll call of members present: Jon Hogue-present, Deborah Christen-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 5:37 p.m.
- b. The minutes of the February 18, 2021 meeting were tabled until next month.
- c. Opportunity for Public Comment: For the record there were no individuals calling in.

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

- COVID Update – Residents from Lunenburg Sterling and W. Boylston came to Leominster to get their first dose of the vaccine. on March 2nd. We had 26 residents/caretakers from Lunenburg participate. The second dose will be given on March 31st. Transportation was provided, everything went well.
- Virtual Mass NAHRO Legislative Day was held on March 23rd – Discussed budget and pending legislation; we met with some legislators.
- Virtual Mass NAHRO conference – if interested in registering, contact Denise.
- Lunenburg smoking policy to be updated; brief discussion.

3. **Financial Report** – January and February 2021

Page F2 – Two months into the year, reserves are high at 98%; working on some projects to use some of this money. One project is the Community Room generator discussed previously.

Page F3 – We are a little behind in rents; doing fine with the subsidy. Utilities a little high due to winter but should even out over the course of the year. Ordinary maintenance to the good; materials and supplies with \$200 of budget. Scott doing a great job; lot of complements.

Non-routine expenses Extraordinary expenses, includes COVID expenses and flooring

We are \$4700 to the good; no concerns.

Motion to approve the January and February 2021 financial reports made by Jon Hogue; Deborah Christen seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye and financials were accepted and approved.

4. **Administration**

a. Modernization/Work Order Report – Adam Gautie:

Septic System Replacement (Fish #162031) – We received seven bids. Low bid from Glenn Hines out of Leominster for \$163,00 which is in line with the cost estimate. Resolution later in the meeting.

667-1 Community Room Decking and Handrail Replacement (Fish #162036) – Still in planning phase; July/August timeframe.

Generator – Working with our RCAT Project Manager to find a DHCD house doctor who is pre-approved by DHCD; waiting to hear back.

Work Order Report – 21 routine work orders received, 20 completed; 7 emergency work orders, all completed. Scott is doing a good job.

Discussion on whether there is air conditioning in the units.

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

We received 12 standard applications in February; eight elderly and four family. There are 1,052 elderly and 2,660 families on the waiting list. There were no lease-ups and no vacancies in February. We are currently at 100% occupancy with one waiver but should be leasing the unit up shortly.

5. **Unfinished Business** – None.

6. **New Business**

Resolution 2021-4 Approval of Low Bid, DHCD #162031 Septic System Replacement at White Street 705-1. We received seven bids; Glenn Hines of Leominster was low bidder. The Designer checked references and everything came back good. Motion made by Deborah Christen to approve Resolution 2021-4; Jon Hogue seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye and motion passed with a 2 to 0 vote.

Resolution 2021-5 Approval of Accounting Services Contract for January to December 2021. We are satisfied with their services. Motion made by Jon Hogue to approve Resolution 2021-5; Deborah Christen seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye and motion passed with a 2 to 0 vote.

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

- PHN 2021-02 – Notice of Funding Availability – Resident Service Coordinator. We reached out to see if we would be eligible for our consortium of Lunenburg, Sterling and W. Boylston and possibly partner with Holden Housing Authority as well. Leominster already has a resident service coordinator. There are only ten awards available and will be competitive.
- PHN 2021-03 – DHCD Guidelines for Local Housing Authority Hiring of Executive Director. Not applicable to Lunenburg.

8. **Resident Participation** – None Requested

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

10. **Motion to Adjourn:**

Linda McDonald made a motion to adjourn the meeting at 6:00 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, April 22, 2021