

LUNENBURG HOUSING AUTHORITY MINUTES OF THE REGULAR MEETING

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

May 20, 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: 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. Jon Hogue made a motion to accept and approve the minutes of the February 18, 2021 meeting. Deborah Christen seconded and all were in favor with a roll call vote of Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye.
- dc Deborah Christen made a motion to accept and approve the minutes of the March 18, 2021 meeting. Jon Hogue seconded and all were in favor with a roll call vote of Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye.
- e. Opportunity for Public Comment: For the record there were no individuals calling in.
- b. Annual Meeting/Election of Officers tabled until the June meeting.

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

- COVID Update – The Governor released a statement stating effective May 29th, the mask and other restrictions will be lifted. Fully vaccinated individuals will not have to wear masks indoors and outdoors. The State of Emergency will be lifted on June 15th. Community rooms will re-open to residents. We will meet in-person next month while still social distancing. We will still encourage residents to wear masks indoors, washing hands and sanitizing.
- DHCD Remote PMR (Performance Management Review) held April 29th. Desk audit on occupancy rates, adjusted net income, TAR, operating reserve, timeliness of certification reporting, capital spending, CIP submission, annual inspections, work order system and board member training. We did well, we do not have the official results.
- New manager hired for Lunenburg, W. Boylston and Sterling. Moe Ramos comes from Fitchburg Housing Authority; he was hired when we managed Fitchburg.
- Mass NAHRO conference September 19-22 at the Sea Crest. Board members are encouraged to attend; contact Denise so arrangements can be made.

3. **Financial Report** – March and April 2021

Page 11 – Healthy reserves but they are high at 100%; we are discussing projects to use some of this money. One project is the Community Room generator discussed at the last meeting.

Page 12 – Four months in, under line item 3110 shelter rents; we are a little behind due to four vacancies in one month which is unusual for us. Administrative and utilities are doing fine. Line item 4392 Net Metering Credits showing \$22,528; we are producing more credits than actual savings so we may move this line item. Extraordinary maintenance on budget, COVID expenses go through this line item. We are to the good; no concerns.

Discussion on clinics held and number of residents that were vaccinated.

Motion to approve the March and April 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.

DHCD Budget Approval Letters for FYE 12/31/2020 Rev 1 and FYE 12/31/2021 were received.

4. **Administration**

a. Modernization/Work Order Report – Adam Gautie:

Septic System Replacement, Family Units (Fish #162031) – Pre-construction meeting held April 28th; project has started. A number of trees were cut down where the tank will be installed. Project should be completed in 3-4 weeks.

667-1 Community Room Decking and Handrail Replacement (Fish #162036) – On-site meeting with new RCAT Project Manager Jim Turner (Steve Larry is retiring). In the process of working on specification for this project.

Generator Update – Having a hard time finding a designer for a small project. RCAT recommended someone who is willing to take a look at the project; hopefully can get it going soon. Discussion on size and fuel source needed. Jon Hogue suggested Power Generator in Southern NH who did a great job for him at both his house and the shelter.

Work Order Report – 41 routine work orders received, 33 completed; 6 emergency work orders, all completed. This report covered two months and routine work orders were being deferred due to COVID; should go down in next month or two.

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

We received 7 standard applications in April; all elderly. There are 1,138 elderly/young disabled and 2,870 families on the waiting list. There were no lease-ups and two vacancies in April. Brief discussion on whether new Section 8 vouchers being approved would affect leasing our units.

5. **Unfinished Business** – None

6. **New Business**

Resolution 2021-6 Approval of DHCD Revised Income Limits for Admission FMRs for Continued Occupancy Effective April 1, 2021. DHCD revises every two years and the Board is required to adopt.

Motion made by Jon Hogue to approve Resolution 2021-6; Deborah Christen seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

Resolution 2021-7 Approval of Certificate of Substantial Completion for 667-1 Underground Fire Alarm Wiring Replacement, DHCD Fish #162030. Motion made by Deborah Christen to approve Resolution 2021-7; Jon Hogue seconded. Deborah Christen-aye, Jon Hogue-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

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

- PHN 2021-04 – American Rescue Plan Guidance
- PHN 2021-05 – Data for Fair Housing in Tenant Selections
- PHN 2021-06 – Revised Income Limits for Admission FMRs for Continued Occupancy
- PHN 2021-07 – Guidance and Best Practices for Housing Authorities Post-Covid-19 Vaccination
- PHN 2021-08 – Public Housing Innovations, Round II NOFA

8. **Resident Participation** – None Requested

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

10. **Motion to Adjourn:**

Deborah Christen made a motion to adjourn the meeting at 7:05 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, June 17, 2021