

LUNENBURG HOUSING AUTHORITY MINUTES OF THE ANNUAL MEETING

131 White Street, Lunenburg, MA

June 24, 2021

Members Present: Linda McDonald, Chair
Jon Hogue, Member
Catherine Clark, Member

Members Absent: Deborah A.H. Christen, Member

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, Linda McDonald-present, Catherine Clark-present, Deborah Christen-Absent. 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 3:02 p.m.
- b. Annual Meeting/Election of Officers. The Chair turned the meeting over to the Executive Director for nomination of Officers. The Executive Director asked if there were any nominations for Officers or if someone wanted to make a motion to keep the slate as is. Linda McDonald made a motion to elect Jon Hogue as Chair, Catherine Clark seconded. Linda McDonald made a motion to elect Deborah Christen as Vice Chair, Catherine Clark seconded. Upon roll call vote with Jon Hogue-yes, Catherine Clark-yes, Linda McDonald-yes, the motions were passed with a 3 to 0 vote to elect Jon Hogue as Chair and Deborah Christen as Vice Chair.
- c. Jon Hogue made a motion to accept and approve the minutes of the May 20, 2021 meeting. Linda McDonald seconded and all were in favor with a roll call vote of Jon Hogue-aye, Linda McDonald-aye, Catherine Clark-aye.
- d. Opportunity for Public Comment: For the record there were no individuals calling in.

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

- Welcome Cathy Clark, our newest board member. Cathy Clark stated she is currently in real estate, has previously worked in rental management.
- COVID Update – Community Rooms re-opening, we will still encourage residents to wear masks indoors, social distancing, washing hands and sanitizing.
- New Hire – Moises Ramos is the new housing manager for Lunenburg, Sterling and W. Boylston. He worked for us while we managed Fitchburg, then came back to Leominster. We are happy to have him on-board.
- New manager hired for Lunenburg, W. Boylston and Sterling. Moe Ramos comes from Fitchburg Housing Authority; he was hired when we managed Fitchburg.
- Town Appointed Tenant Board Member – hoping to have a tenant fill the seat.

- Resident Service Coordinator Initiative Funding Award Letter – PHN 2021-02 NOFA. We submitted an application and received grant for Lunenburg, Sterling and W. Boylston (regional award). We will add hours to the Leominster RSC and she will cover all four housing authorities.
- Juneteenth Independence Day – We will formally adopt for next year, on agenda for future meeting.
- Mass NAHRO conference September 19-22 at the Sea Crest. Board members are encouraged to attend; contact Denise so arrangements can be made.
- Board meeting time change – We will bring up next meeting for discussion and vote. By-laws will have to be amended; we are reviewing for any other changes needed.

3. **Financial Report** – May 2021

- Reserves are at 99.78%, we should not let this go to 100% or we lose subsidy. We are looking at projects to help bring reserves down; a tractor for maintenance with snow plow and snow blower.
- Five months in, shelter rents a little below due to a few vacancies. Administrative and utilities are fine; gas expenses over with the winter months. Maintenance labor, contract costs are fine. Extraordinary maintenance, we didn't budget for anything.

Discussion on age of appliances and whether to replace on rotating basis to help bring down reserves.

Motion to approve the May 2021 financial report made by Jon Hogue; Catherine Clark 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, Family Units (Fish #162031) – 80% complete; leach field and tanks in.

667-1 Community Room Decking and Handrail Replacement (Fish #162036) – Working on specification with RCAT.

Work Order Report – 30 routine work orders received, 7 completed; 4 emergency work orders, all completed.

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

We received 7 standard applications in May; all elderly. There are 1,159 elderly/young disabled and 2,889 families on the waiting list. There were two lease-ups and one vacancy in May. We are at 94.34% occupancy.

5. **Unfinished Business** – None

6. **New Business**

Resolution 2021-8 Approval of Final Completion for 667-1 Underground Fire Alarm Wiring Replacement, DHCD Fish #162030. Motion made by Catherine Clark to approve Resolution 2021-8; Jon Hogue seconded. Catherine Clark-aye, Jon Hogue-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

Resolution 2021-9 Approval to Hire Resident Service Coordinator through RSC funding. Motion made by Jon Hogue to approve Resolution 2021-9; Catherine Clark seconded. Jon Hogue-aye, Catherine Clark-aye, Linda McDonald-aye and motion passed with a 3 to 0 vote.

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

- PHN 2021-01 – Changes Pertaining to Town Appointed Tenant Board Members
- PHN 2021-09 – Juneteenth Independence Day Guidance
- PHN 2021-10 – Air Conditioner Installation Policies

8. **Resident Participation** – None Requested

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

10. **Motion to Adjourn:**

Catherine Clark made a motion to adjourn the meeting at 3:39 p.m.; Jon Hogue seconded. Jon Hogue-aye, Deborah Christen-aye, Linda McDonald-aye with all in favor the meeting adjourned. The Board will not meet in July after brief discussion.