

**LUNENBURG HOUSING AUTHORITY
MINUTES OF REMOTE REGULAR MEETING**

131 White Street, Lunenburg, MA

February 24, 2022

Members Present:

Deborah A.H. Christen, Vice Chair
Linda McDonald, Treasurer
Wayne Caron, Tenant Board Member

Members Absent:

Catherine Clark, Assistant Treasurer

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 Deborah Christen asked for a roll call of members present: Linda McDonald-present, Wayne Caron-present, Deborah Christen-present, Catherine Clark-absent. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Sue Honeycutt/Fenton & Ewald and Denise Ivaldi, Administrative Assistant. The Vice Chair declared a quorum present and opened the meeting at 2:01 p.m.
- b. Linda McDonald made a motion to accept and approve the minutes of the January 20, 2022 meeting. Deborah Christen seconded, with all in favor the minutes were accepted and approved by a 3 to 0 vote.
- c. Opportunity for Public Comment - A resident had a few comments for the Board:
 - She wanted to congratulate Moe and Cathy on the Robo Call system; it is very useful for anything tenants need to know.
 - She also wanted to congratulate Tom and Chris from LHA maintenance who took over while Scott was out. They were very courteous, polite and answered any questions when they came to her apartment for work orders.
 - She had another item but spoke to Moe and it was taken care of and already resolved.
 - She had another issue but will email Mr. Gold and Adam. She thanked the Board for listening to her.

2. The Executive Director Report

- a. Welcome Wayne Caron to the Board. Hopefully next month we will meet in person.
- b. DHCD Letter, Budget Approval FYE 12/31/2022
- c. The MassNAHRO conference is in May; some quality sessions offered. If interested in attending please contact the office.
- d. Sue Honeycutt is here to go over the year-end financials with the Board.

3. **Financial Report** – 12/31/2021 Year-End and January 2022 Reports

Sue Honeycutt, Fenton & Ewald, presented and reviewed the 12/31/2021 year-end financial report.

We did really well the end of the year. Income came in good; everything looks really good. We ended the year with a net income surplus of \$37,697 before non-routine and including subsidy. We had quite a bit of non-routine expenses, almost \$60,000. Non-routine items are things we weren't expecting and didn't budget for. There were expenses of \$39,995 with another \$19,715 for a truck/plow purchased from Leominster, appliances, and on-site camera. Some of these costs were covered from COVID funds from the State. The negative \$22,014 came from our Reserves.

Reserves are at \$128,583 (86.15%); minimum required by DHCD of 35% with no subsidy if we go over 100%.

Linda McDonald moved to accept and approve the FYE 12/30/2021 financial report as presented by Sue Honeycutt; Deborah Christen seconded. With roll call vote of Linda McDonald-yes, Wayne Caron-yes, Deborah Christen-yes; the motion was passed with 3 in favor; 0 opposed.

Sue Honeycutt next reviewed the January 2022 monthly financial report with the Board. The only significant item is contract costs; we spent a lot in January. We are at a surplus of \$4,047 so we are moving in the right direction. Mr. Gold noted they will keep an eye on contract costs.

Linda McDonald moved to accept the January 31, 2022 financial report as presented. Wayne Caron seconded and the January 2022 financial report was accepted with all in favor.

4. **Administration**

a. **Modernization/Work Order Report** – Adam Gautie

- Community Room Generator – Asbestos was recently found in a joint compound at the Community Room. We are seeking additional funding from DHCD using their Compliance Reserves to help pay so we don't have to use other sources of funding (our Formula Funding).
- Intercom System – New project for January 2022; in planning phase. We will be scheduling a walk-through with the DHCD engineer shortly.
- Walkway Repair Project – This is another new project in planning phase. We will meet with the DHCD engineer for this as well. We are waiting for the ground to be snow free; hopefully next month.
- There were 24 routine work orders received, 23 completed; five (5) emergency work orders, all completed. Also included is the listing of work orders called in last month.

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

We received nine standard applications in January; four elderly/young disabled and five family. We have 1,387 elderly/young disabled and 3,708 families on the waiting list. There were no lease-ups and no vacancies in January. We are at 100% occupancy right now.

5. **Unfinished Business** – None

6. **New Business**

a. **Resolution 2022-2 Approval and Execution of FY2021 Financial Year-End Certification.**

This resolution coincides with the year-end financial report Sue Honeycutt presented earlier in the meeting. Motion to approve and certify the FY2021 year-end certifications made by Wayne Caron; Linda McDonald seconded. Roll call vote was Linda McDonald-yes, Wayne Caron-yes, Deborah Christen-yes with the motion passed with 3; 0 opposed.

b. **Resolution 2022-3 Approval of DHCD CFA 5001 Amendment #11, FY2025 Formula Funding Award.** Linda McDonald moved to authorize signing the standard contract amendment form. Wayne Caron seconded and upon roll call vote of Linda McDonald-aye, Wayne Caron-aye, Deborah Christen-aye; motion passed with 3 in favor; 0 opposed.

7. **Other Correspondence** – The Executive Director reviewed

- a. DHCD PHN 2022-01 COVID-19 Omicron Variant and State-Aided Public Housing
- b. DHCD PHN 2022-02 Local Housing Authority Executive Director Salary and Qualifications Schedule
- c. DHCD PHN 2022-03 Fair Housing Marketing Plan

8. **Resident Participation** – None Requested

9. **Board Commissioners' Comments**

10. **Motion to Adjourn:**

Wayne Caron made a motion to adjourn the meeting at 2:25 p.m.; Linda McDonald seconded. With all in favor the meeting adjourned. Next meeting scheduled for March 17, 2022.