

**LUNENBURG HOUSING AUTHORITY
MINUTES OF ANNUAL MEETING**

131 White Street, Lunenburg, MA

May 19, 2022

Members Present:

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

Members Absent:

Catherine Clark, Assistant Treasurer
Dale Proulx, Board Member

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
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, Deborah Christen-present, Wayne Caron-present, Catherine Clark and Dale Proulx were absent. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie and Denise Ivaldi, Administrative Assistant/Recording Secretary. The Vice Chair declared a quorum present and opened the meeting at 2:00 p.m.
- b. Linda McDonald made a motion to accept and approve the minutes of the April 21, 2022 meeting. Wayne Caron seconded, with all in favor the minutes were accepted and approved.
- c. Opportunity for Public Comment:
 - Tenants present had concerns with a coyote across the hill one night @ 8:00 p.m.; another night a coyote was growling by the bush out back. Tenants do not feel the smoking area should be out back. The Executive Director stated they put out a second survey with five options. He also stated he can eliminate smoking altogether on the property. Vice Chair Deborah Christen stated she has coyotes in her backyard; odor of humans causes them to back off.
 - Member Wayne Caron stated that the social group, even non-smokers, have rights. The Executive Director stated he respects his view and social point but have to do what is best for all residents.
 - A tenant said to just take down the “no smoking” sign on the patio and go back to that area for smoking. Member Linda McDonald stated that after one meeting she went over to an apartment; tenants were in that area smoking. She has asthma and could barely breathe from the smoke.
 - The Executive Director said that once the surveys are in, a decision will be made.
- d. Election of Officers tabled until next meeting when full board is present; all were in favor.

2. The Executive Director Report

- a. COVID Update – Booster clinic being held June 8th.
- b. The MassNAHRO annual conference May 22-24.
- c. ARPA Funds – we will receive an additional \$63,069 for FY24; \$150M total for all housing authorities.

3. **Financial Report** – April 2022

Reserves are at 75.25%. Four months in, shelter rents are \$9,650 to the good. Utilities are a little higher. Ordinary maintenance is over; materials and supplies are higher (tree removal and leaf cleanup).

Wayne Caron moved to accept and approve the April 2022 financial report as presented; Linda McDonald seconded and the financial report was accepted with all in favor.

4. **Administration**

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

- New project – tree trimming in the back parking lot.
- 667-1 Community Room Generator (Fish #162040) – Bids are due tomorrow.
- 667-1 Intercom System (Fish #162041) – In design.
- 667-1 Walkway Repairs – (Fish #162042) – Walkthrough with DHCD and designer.
- There were 25 routine work orders received, 22 completed; four emergency work orders, all completed. Also included is the listing of work orders called in last month.
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b. **State-Aided Housing Report** – Ben Gold

We received 17 standard applications in March; ten elderly/young disabled and seven family. We have 1,587 elderly/young disabled and over 4,000 families on the waiting list. We are at 100% occupancy.

5. **Unfinished Business** – None

6. **New Business** –

Resolution 2022-4 Contract Approval - 667-1 Community Room Generator (Fish #162040). No discussion. Linda McDonald made a motion to approve resolution 2022-4; 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 2022-08 Clarification on Transfers Requested as a part of a Request for Reasonable Accommodation/Modification

8. **Motion to Adjourn:**

Linda McDonald made a motion to adjourn the meeting at 2:29 p.m.; Wayne Caron seconded. With all in favor the meeting adjourned. Next meeting scheduled for June 16, 2022.