

# LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

*131 White Street, Lunenburg, MA*

September 15<sup>th</sup>, 2022

## **Members Present:**

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

## **Members Absent:**

None

## **Also Present:**

Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Jade Tavares, Administrative Assistance/Special Projects  
Moises Ramos, Off-Site Housing Manager

## **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, and Dale Proulx-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, and Off-Site Housing Manager Moises Ramos. The Vice Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of August, 2022 were presented. With no discussion, Treasurer made a motion to approve the minutes. Tenant Board Member seconded, with all in favor.
- c. Opportunity for Public Comment:
  - Tenants stated Off-Site Housing Manager calls four times in a row, instead of once and leaving a message.
  - Tenants discussed parking for visitors, the “unmarked/unlabeled” parking spot, and the handicap parking spots. Tenant stated some people have been written up for parking in the “unmarked/unlabeled” spot and making complaints to others about it. Board Member Dale asked if there is adequate handicap parking. Off-Site Housing Manager explained parking spots are being worked on and concerns about tenant parking will come first. Executive Director stated a separate meeting could be held to discuss the parking concerns.
  - Tenant stated there was an incident with her son staying over, due to son’s medical concerns, for three nights at her apartment. Tenant stated she was informed five residents “turned her in” via letters, which were not signed. Tenant stated she was told she could not view them. Off-Site Housing Manager explained any complaints lodged are confidential; Off-Site Housing Manager explained any complaints are addressed with residents.
  - Tenant asked why residents are only allowed 21 nights for visitors for the year. Executive Director explained this number is determined by State Regulations.
  - Tenant stated Housing “promotes tattling” on each other within the lease agreement. Tenant referenced the Smoking Policy as an example. Tenant asked

about the process to see Tenant Files on themselves. Executive Director to follow up.

- Tenant stated some Tenants are threatened with eviction if they “don’t do what they are told” and how some Tenants have been here for “20 plus years”. Executive Director stated the comment was very vague and would need more details. Executive Directors explained there are Lease Enforcement steps which Off-Site Housing Manager must follow. Board Member Dale talked about how some actions have natural consequences to them.
- Tenant asked if they were allowed to drink alcohol or beer outside. Executive Director agreed to follow up on what it states in tenants’ leases.
- Tenant stated her sink is clogged and needs assistance. Off-Site Housing Manager stated he would follow up.
- Tenant asked about Robo calls when the Board Meeting times are changed. Executive Director stated this was addressed during the previous meeting and that Robo calls would be made if this occurs.
- Tenant stated twelve plastic chairs were donated and there are only 4 remaining, as others have been thrown out by Off-Site Housing Manager. Executive Director to follow up.

## **2. The Executive Director Report**

- a. The MassNAHRO Fall Conference will be held on November 13-15, 2022 in Danvers, MA. Executive Director encouraged the Board Members to attend and to contact Administrative Assistant/Special Projects if they would like to attend, so arrangements could be made.
- b. Executive Director discussed the concerns about Lunenburg Conservation Commission denying the administration determination. Tenant Board Member stated he would like to attend the next Conservation meeting, as he has a proposal to make. Tenant Board Member stated he would follow up with the Assistant Director to discuss the details.
- c. Executive Director stated the concerns from some residents regarding the ability to use the smoking gazebo is being privately addressed.

## **3. Financial Report**

- a. Executive Director explained the Reserve is at 68.04%. The utilities are high however, DHCD pays this. The Maintenance contract cost increased to due staffing coverage, plowing, and needing all the vents cleaned.
- b. Tenant Board Member asked about the tractor repair cost. Assistant Director explained some contractors send their invoice 2-3 months after completing the work, so December work would not show up until March/April.
- c. Board Member Dale asked about the Net Meter Utility Credit on line 4392. Assistant Director explained we have contracts with a Solar Company and we receive credits to offset the utility cost. Executive Director stated this credit is paid quarterly. Executive Director stated he would ask Sue Honeycutt from Fenton, Ewald & Associates, P.C. to attend the next Board Meeting.
- d. Board Member Dale made a motion to accept the August financial reports as presented; Treasurer seconded, with all in favor.

#### **4. Administration**

##### **a. Modernization/Work Order Report – Assistant Director**

667-1 Community Room Generator (FISH# 162040) This project is not moving forward at this time. Assistant Director looking into cost quotes based on the specs from the Electrical Engineer.

667-1 Intercom System (FISH# 162041) This is in the planning phase. Assistant Director completed a walkthrough with the Engineer. DHCD has combined this project with 667-1 – Replace Federal Pacific Electric Panel (FISH#162044), an ARPA targeted award, to be more cost effective.

Walkway repairs (FISH# 162042) The designer is now completing the construction documents; once this is complete, we can bid on this project. The plan is to connect all of the walkways and upgrade the patio area.

667-1 Tree Removal (FISH# 162043) The Lunenburg Conservation Commission denied the administrative determination and wants a full RDA application. The administrative determination would have allowed us to begin the project. Tenant Board Member stated he wants to attend the next Lunenburg Conservation Commission meeting. All Board Members signed the letter to the Lunenburg Conservation Commission requesting an administrative determination.

##### Work Order Reports from June to July:

1. For 667: There are a total of 35 with 19 completed and 16 open. Out of these, 3 were Emergencies and have been completed.
2. For 705: There are a total of 10 with 5 completed and 5 open. Out of these, 1 were Emergencies and has been completed.

Tenant Board Member stated there is a lot of air coming through the storm doors and the heaters are turning on constantly. Tenant Board Member stated the half the screws to the storm doors are missing. Tenant Board Member stated the gaskets in the storm doors are dried out. Assistant Director explained a work order should be placed to request this issue be resolved.

##### **b. State-Aided Housing Report – Executive Director**

We received 17 Standard Applications (11 Elderly/Young Disabled and 6 Family). We have 1,829 applicants (623 Elderly/828 Young Disabled) on the waiting list. We have 4,637 family applicants on the waiting list. There were zero lease-ups and 1 vacancy (Elderly) in August. We are at 95.74% occupied for Elderly. We have a waiver for a unit that needs a new kitchen floor, professional carpet cleaning, and a new storm door; the waiver is good until October. One unit should be ready 10/14/22 and we housed one on 9/1/22. We are at 100% capacity for the family units. This brings us to 96.23% overall occupancy.

#### **Unfinished Business**

- a. All Board Members signed the letter to the Lunenburg Conservation Commission requesting an administrative determination.

**New Business** – Executive Director

- a. Resolution 2022-12 Fair Housing Marketing Plan. Executive Director reviewed the FHMP. Treasurer made a motion to approve the FHMP; Tenant Board Member, with all in favor.
- b. Resolution 2022-13 Language Access Plan. Executive reviewed the LAP Board Member Dale made a motion to approve the LAP; Treasurer seconded, with all in favor.
- c. Resolution 2022-14 Reasonable Accommodation Policy. Executive reviewed the RAP. Tenant Board Member made a motion to approve the RAP; Treasurer seconded, with all in favor.
- d. Annual Resolution 2022-8 Approval of the FY 2023 Annual Plan for submittal to DHCD. Assistant Director explained the Annual Plan is listed on the website for everyone to read. Executive Director reviewed all the components in the Annual Plan. Assistant Director explained former Board Member Cathy Clark is listed, as she was still part of the Board when it was created. Assistant Director explained once the Board approves the Annual Plan, he can go into the system to remove Cathy's name. Tenant Board Member asked if the bids have deadlines for submission; Assistant Director stated all bids have deadlines and guidelines to follow. Tenant Board Member asked if painting and carpeting could be done while the resident was there. Assistant Director stated it could be done. Board Member Dale stated the 2019 Fall Surveys overall were pretty good. Treasurer made a motion to approve the FY 2023 Annual Plan; Board Member Dale seconded, with all in favor.

**Other Correspondence** – None**Motion to Adjourn**

There being no further business, Board Member Dale made a motion to adjourn the meeting at 3:05p.m. Treasurer seconded the motion; all were in favor. The next meeting will be scheduled for October 20, 2022.