

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

October 20th, 2022

Members Present:

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

Members Absent:

Dale Proulx, Board Member

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, and Wayne Caron-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. Board Member Dale Proulx was absent. The Vice Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of September, 2022 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes. Treasurer seconded and the minutes were approved with all in favor.
- c. Opportunity for Public Comment:
 - Tenants discussed not knowing about when the Board Meetings are schedule. Off-Site Housing Manager Moises explained he posts the agenda on all bulletin boards and in the community room. Tenants requested to have flyers sent out or Robo calls made to inform them of the date/time of meetings.
 - Tenants asked about parking. Off-Site Housing Manager Moises stated an increase in parking is currently being worked on.

2. The Executive Director Report

- a. MassNAHRO Fall Conference, Nov 13-15, 2022 – Danvers, MA. Executive Director asked the Board Members to call Administrative Assistant/Special Projects if they would like to attend.
- b. Maintenance Personnel – Working on possibilities going into winter (temporary worker on site/contract for plowing)
- c. Lunenburg Conservation Commission approved, on 10/19, the Administration Determination for the removal of 3 dead trees due to “imminent danger” to residents and property. Assistant Director submitted the application and supporting documents to have the rest of the trees removed.

3. **Financial Report**

a. Executive Director reviewed the financials. The Reserve is healthy at 68.12%. We may need to budget more for administration expenses, however, it is not looking bad. Ordinary Maintenance is looking on target. We are \$4,177.31 to the good for Net Assets.

b. Treasurer made a motion to accept the September financial reports as presented; Tenant Board Member seconded, with all in favor.

4. **Administration**

a. Modernization/Work Order Report – Assistant Director

667-1 Community Room Generator (FISH# 162040) This project was tables due to excessive cost of bids received.

667-1 Intercom System (FISH# 162041) DHCD hired Hesnor Engineering as the designer. This project is now in the design phase. We conducted a site walkthrough with Hesnor on 9/2/222. DHCD has combined this project with 667-1 – Replace Federal Pacific Electric Panel (FISH#162044), an ARPA targeted award, to be more cost effective. This is in the planning stage and Hesnor engineering is in the design phase.

Walkway repairs (FISH# 162042) The construction documents are completed. We will be bidding this project over the winter for spring 2023 construction. 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 second request for an administrative determination and wants a full RDA application. The RDA application is complete. We mailed a certified notice to the list of abutters and the Town of Lunenburg will submit a legal advertisement to the local paper. We will be placed on the Conservation Committees' agenda for approval at the Conservation Committee's next meeting on 11/9.

Work Order Reports from September:

1. For 667: There are a total of 30 with 29 completed and 1 open. Out of these, 2 were Emergencies and have been completed.
 - a. Tenant stated the open number of work orders was not correct, as she still had one work order that should be open. Tenant stated she placed one work order for her fan, which is now working and another for her overhang light. Executive Director asked for the tenant to leave her information, so the Director of Maintenance could follow up.
2. For 705: There are a total of 6 with 4 completed and 2 open. Out of these, 2 were Emergencies and have been completed.

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

We received 12 Standard Applications (7 Elderly/Young Disabled and 5 Family). We have 1,882 applicants (644 Elderly/855 Young Disabled) on the waiting list. We have 4,796 family applicants on the waiting list. There were 2 lease-ups (Both Elderly) and 1 vacancy (Elderly) in September. We are at 95.83% occupied for Elderly and 100% for Family. 1 unit should be ready by 10/31. 1 unit was housed and we received the keys to another unit at the beginning of the month.

5. Unfinished Business –

- a. A discussion was held about the Conservation Committee regarding the trees.

6. New Business –

- a. Resolution 2022-9 Approval of Regional Resident Service Coordinator (RSC) Grant Application. Assistant Director explained Leominster Housing Authority (the lead LHA) will submit a regional RSC application for SHA, LUHA, and WBHA, for the amount of \$50,000 for salary costs and \$10,000 flexible funds from June 30, 2022 to July 1, 2026. Motion made by Tenant Board Member to approve the regional Resident Service Coordinator (RSC) grant application for the Lunenburg, Sterling and West Boylston Housing Authorities through this DHCD funding initiative; Treasurer seconded the motion, with all in favor.

7. Other Correspondence – Executive Director

- a. DHCD PHN 2022-14 Resident Service Coordinators Notice of Funding Availability (NOFA)
- b. DHCD PHN 2022-15 Vacancy Waiver Policy Update
- c. DHCD PHN 2022-16 FY 2023 Budget Guidelines
- d. DHCD PHN 2022-17 Fire Alarm Testing and Maintenance Requirements
- e. DHCD PHN 2022-18 State Units Federalization Notice of Funding Availability (“NOFA”)
- f. DHCD PHN 2022-19 NCSR Recapitalization Notice of Funding Availability (“NOFA”)
- g. DHCD PHN 2022-20 705 Repositioning Notice of Funding Availability (“NOFA”)
DHCD PHN 2022

8. Motion to Adjourn

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:23p.m. Treasurer seconded the motion; all were in favor. The next meeting will be scheduled for November, 2022.