

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

January 19th, 2023

Members Present:

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

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects

1. Meeting Called to Order

- a. 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, and Administrative Assistance/Special Projects Jade Tavares. The Vice Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of November 17, 2022 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.
- c. There was an opportunity for public comments:
 - a. Tenant asked about new mailboxes. Assistant Executive Directed stated he would follow up with the Post Master.
 - b. Tenants discussed concerns about the smoking gazebo, as the smoke is going into some of the apartments. Executive Director stated he would follow up with their concerns.

2. Executive Director Report

- a. All the paperwork was given to DHCD regarding the tree removal; Executive Director explained we are waiting to hear back from DHCD so the process can begin.
- b. Executive Director will follow up about the concerns with the smoking gazebo.
- c. Executive Director stated Evelyn Perez is the new Director of Housing Management Services, as Cindy Driscoll has retired.
- d. Executive Director discussed the CFAs.
- e. Executive Director stated he would be out of office from 2/1/23-2/7/23.

3. Financial Report

- a. The financials of November, 2022 were reviewed. A discussion was held about having a “Regular or Yearly” Maintenance Budget, instead of just having the “Extraordinary” Maintenance Budget. Treasurer made a motion to approve the November, 2022 financials as presented; Vice Chair seconded, with all in favor. The December, 2022 financials were not available as expected, as the Fenton, Ewald & Associates, P.C. are working on the Year’s End

financials. Executive Director stated Sue Honeycutt from Fenton, Ewald & Associates, P.C. is tentatively scheduled to attend next month's Board Meeting.

4. Administration

a. Modernization/Work Order Report – Assistant Director

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

667-1 Intercom System (FISH# 162041) Hesnor Engineering completed the schematic design, and it was approved by DHCD. Hesnor is now working on the construction documents.

Walkway Repairs (FISH# 162042) The construction documents are complete, and we will be bidding on this project in February or March 2023 for spring 2023 construction. Tenant Board Member asked if the walkways from the front would connect to the back with access to the dumpster. Assistant Executive Director stated he would follow up.

667-1 Tree Removal (FISH# 162043) The Lunenburg Conservation Commission approved our RDA application on 11/02/2022. They also approved the emergency removal of three dead trees at the end of the rear parking lot. The three dead trees were removed. DHCD is now designing the project.

667-1 Replace Federal Pacific Electric Panel FISH# 162044 Hesnor Engineering completed the schematic design, and it was approved by DHCD. Hesnor is now working on the construction documents.

Work Order Report:

1. For 667: There was a total of 46 with 45 completed and 1 open. Out of these, 10 were Emergencies and have been completed.
2. For 705: There was a total of 8 with all completed. Out of these, 1 was an Emergency and was completed.

b. State-Aided Housing Report – Executive Director

We received 5 Standard Applications (3 Elderly/Young Disabled and 2 Family). We have 2,088 Elderly and 5,265 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in December. We are at 97.87% occupancy for Elderly (3 Empty unit 2 Waiver = 1 Vacancy). We are at 100% occupied for Family (0 Empty unit 0 Waiver = 0 Vacancy). Overall occupancy is at 98.11%.

5. Unfinished Business - None

6. New Business

- a. Resolution 2023-1 Authorize the Executive Director to execute the Contract for Financial Assistance (CFA) on behalf of the Board Member. Motion made by Vice Chair to approve the Authorize the Executive Director to execute the Contract for Financial Assistance (CFA) on behalf of the Board Member Resolution; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. DHCD PHN 2022-22 State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period – 11-17-22 to 11-17-23
- b. DHCD PHN 2022-23 Attestation Form of Nonpayment Notices to Quit

8. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting 2:33p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on February 16, 2023.