

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

February 16, 2023

Members Present:

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

Members Absent:

Linda McDonald, Vice Chair

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Evelyn Perez, Director of Housing Management Services
Suzanne Bonney, Director of Finance
Sue Honeycutt from Fenton, Ewald and Associates PC

1. Meeting Called to Order

- a. Chair Deborah Christen asked for a roll call of members present: Deborah Christen-present, Wayne Caron-present, and Dale Proulx-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Director of Housing Management Services Evelyn Perez, Director of Finance Suzanne Bonney, and Fenton, Ewald and Associates, P.C. Sue Honeycutt. The Vice Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of January 19, 2023 were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- c. There was an opportunity for public comments. A discussion was held about having the Board meeting available by Zoom.

2. Executive Director Report

- a. There was a discussion about the smoking area and possibility of going completely smoke free.
- b. The new Director of Housing Management Services was introduced.

3. Financial Report

- a. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. Treasurer asked if there could be a Maintenance Repair Line Item, as contract costs have gone over \$28,000. Sue Honeycutt explained the Management Fee increase 5%, but it is still under DHCD Guidelines. Sue Honeycutt explained the Reserves are in great shape at 58%. Tenant Board Member made a motion to approve the Year's End financials as presented; Treasurer seconded, with all in favor.
- b. Tenant Board Member made a motion to approve the Operating Budget for State-Aided Housing of Lunenburg Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2023; Treasurer seconded, with all in favor.
- c. There was a discussion about advertising for a Maintenance Floater Position for Lunenburg, Sterling and West Boylston.

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 construction documents on 01/23/2023. We are now waiting for DHCD approval. Once approved we can bid.
Walkway repairs (FISH# 162042) This project is bidding with bids due 02/23/2023.

667-1 Tree Removal (FISH# 162043) DHCD is in the process of working on the work order to hire a designer.

667-1 Replace Federal Pacific Electric Panel FISH# 162044 Hesnor Engineering completed the construction documents on 01/23/2023. We are now waiting for DHCD approval. Once approved we can bid.

Work Order Report:

For 667: There was a total of 12 with 11 completed and 1 open. Out of these, 2 were Emergencies and have been completed.

For 705: There was a total of 6 with 5 completed and 1 open. Out of these, there were no Emergencies.

b. State-Aided Housing Report – Executive Director

We received 5 Standard Applications (1 Elderly/Young Disabled and 4 Family). We have 2,122 Elderly and 5,413 Family applicants on the waiting list. There were 0 lease-ups and 0 vacancies in January. We are at 100% occupancy for Elderly (3 Empty unit – 3 Waiver = 0 Vacancy). We are at 100% occupied for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 100%.

5. Unfinished Business - None

6. New Business

- a. Resolution 2023-2 Approve the Updated Tenant Personal Property Policy Motion made by Treasurer to approve the Updated Tenant Personal Property Policy; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2023-3 for Execution of DHCD required Year-End Financial and Federal/State Lead Paint Certifications (Fiscal Year Ending 12/31/2022). Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Financials of the Year's End Financials. Chair, Vice Chair, Tenant Board Member and Treasurer signed the Certification of Top 5 Compensation Form. Tenant Board Member made a motion to approve the Year's End Financials as presented; Treasurer seconded, with all in favor.

7. Other Correspondence

- a. DHCD PHN 2023- 1 Guidance Related to Animals in the State-Aided Public Housing

8. Motion to Adjourn

There being no further business, Tenant Board Member made a motion to adjourn the meeting 2:53p.m. Treasurer seconded and with all in favor the meeting was adjourned. Next meeting will be held on March 16, 2023.