

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE MONTHLY MEETING

March 16, 2017

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Vice Chair
Deborah A.H. Christen, Member
Linda McDonald, Member

Members Absent: Caroline Fortin, Member

Also Present: Peter Proulx Executive Director
Denise Ivaldi, Recording Secretary

No residents were present.

1. The Chair declared a quorum present and opened the meeting at 6:34 p.m.

Mr. Proulx noted that Sue Honeycutt from Fenton & Ewald was present to go over the year-end and January 2017 financials. If the Chair would like, we can have her present the financials first.

Sue Honeycutt went over the year-end financials first with the following comments:

- Page F2 – Lunenburg H.A. is in pretty good shape, did very well on utilities.
- Earned \$27,000 in subsidy, not as much as expected. This included \$3,600 for the AUP (per DHCD).
- Went over some of the expenses.
- Page F3 – Went over what was spent, non-routine items.
- DHCD owes Lunenburg H.A. \$15,000, can ask for this money if there is a cash issue. Out of \$27,000 subsidy, only received \$11,500.
- Once over \$70% Reserves should start using some money, currently at 65%.
- Receiving a lot of Capital Funds this year for the generator, patio, etc.
Paul Doherty questioned if money could be spent on the lighting at the back Community Room door. The E.D. replied that was a good idea and he will look into it (there is only one light out there now).

A revised first page (F2) for the January 31, 2017 financials was handed out to board members. The January financials will be reviewed during the financial portion of the meeting.

2. The minutes of the January 19, 2017 meeting were presented. Elizabeth Murphy made a motion to accept the minutes; Deborah Christen seconded. All were in favor and the minutes were accepted.

Linda McDonald asked about the waiver query from the January meeting. Mr. Proulx explained that waivers are normally due to move-out inspections, painting, application process, etc. DHCD allows 60 days for the housing authority to turn over a vacant unit. If more time is needed, a waiver can be requested from DHCD. We usually require 90 days for turnovers. Mr. Proulx then went over the units currently with waivers.

3. The Executive Director Report:

- DHCD Board Member On-Line Training. DHCD felt there was not a large enough turnout at previous training sessions; they decided to go with on-line training.
- NAHRO Legislative Day is April 13th. Mr. Proulx and Mr. Gold have set up appointments with Legislators on new bills, etc. Let Denise know if you are interested in attending.
- NAHRO Annual Conference is May 21-23. Let Denise know if you are interested in attending.

4. Financial Report (January 31, 2017):

- We are in good shape; \$12,000 subsidy (\$200 per unit for some work).
- \$8,000 negative in utilities.
- The E.D. will check with Sue Honeycutt on page F3 – utilities, etc.

Paul Doherty inquired about the snow removal costs so far this year. The E.D. replied snow removal is at a fixed fee now.

The E.D. noted that the \$6,886 amount under total operating expenses may be in error. Elizabeth Murphy made a motion to accept the January 2017 financials with the exception of the \$6,886 calculation error; Paul Doherty seconded and all were in favor.

5. Modernization Report:

- Building Envelope Repair – We have a resolution to award contract later in the meeting. Mr. Proulx went over the work to be done. Elizabeth Murphy asked if the handicapped ramp would be replaced. Mr. Proulx replied no, it will be removed and will be repaved.

6. State-Aided Housing Report:

- 340 total applicants currently on the waitlist; 143 Elderly/YD and 197 Family.
- Waitlist update will be going out to all 340 applicants which usually reduces the number.
- 100% occupied.
- Work Orders – 15 during February.

7. Old Business: None

8. New Business:

The following resolutions were presented:

RESOLUTION FOR EXECUTION OF DHCD REQUIRED
YEAR-END FINANCIAL STATEMENT CERTIFICATIONS

Resolution 201705

Whereas: The Lunenburg Housing Authority has the need to be in compliance with DHCD year-end financial certifications as follows:

1. Year-End Financial Statements Certification (400-1)
2. 400-1 Budget Cert. (Fiscal Year Beginning January 1, 2017)
3. Administrative Fee (Fiscal Year Ending 2016)
4. Schedule of Positions and Compensation

NOW THEREFORE BE IT RESOLVED,

That members of the Lunenburg Housing Authority Board of Commissioners hereby approve the year-end financial statement certifications (listed above) and authorize all Board Members to execute the certifications.

RESOLVED, Motion made by Paul Doherty to certify and execute the year-end financial statement certifications in compliance with the DHCD requirement.

SECONDED, Linda McDonald seconded the motion, and the motion was passed by a unanimous vote

Noted that the 400-1 Budget Certification for Fiscal Year Beginning January 1, 2017 was signed but not sent to DHCD (as it was not necessary).

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 201706

Whereas: The Lunenburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Lunenburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Lunenburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2017 through December 31, 2017.

RESOLVED, Motion made by Paul Doherty to enter into contract for accounting services.

SECONDED, Linda McDonald seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE BUILDING ENVELOPE REPAIR PROJECT AT THE
PEARL BROOK 667-1 ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD FISH 162022

RESOLUTION 201707

WHEREAS: The Lunenburg Housing Authority has advertised for bids for the building envelope repair project at the 667-1 elderly development, and

WHEREAS: A bid opening was held and the Authority received two (2) bids to complete the work (see attached list), and

WHEREAS: Edward Paige Corporation of 661 Main Street, Norwell, MA 02061 submitted the lowest eligible and responsible bid in the amount of \$92,469.00, with DHCD's approval.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority authorize the Chair, or their designee, to award the contract for the building envelope repair project to the lowest eligible and responsible bidder, Edward Paige Corporation, in the amount of \$92,469.00.

This vote shall further authorize the Executive Director to enter into the contract in connection with this bid.

RESOLVED, Motion made by Deborah Christen to award the bid for the building envelope repair project at the 667-1 elderly development to the lowest bidder.

SECONDED, Paul Doherty seconded the motion and the motion was passed by a unanimous vote.

9. Other Correspondence: NAHRO News, March 2017

Deborah Christen made a motion to adjourn the meeting at 7:10 p.m. Paul Doherty seconded, all were in favor, and the meeting was adjourned.