

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE ANNUAL MEETING

May 18, 2017

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

Members Absent: Caroline Fortin, Member
Linda McDonald, Member

Also Present: Peter Proulx Executive Director
Ben Gold, Recording Secretary

Residents were present with comments.

1. The Chair declared a quorum present and opened the meeting at 6:38 p.m.

As this is the annual meeting, election of officers to be held. Deborah Christen nominated Elizabeth Murphy as Chair and Paul Doherty as Vice Chair; Elizabeth Murphy seconded. Roll call followed: Deborah Christen – yes; Elizabeth Murphy – yes, Paul Doherty – yes.

2. The minutes of the March 16, 2017 meeting were presented. Paul Doherty made a motion to accept the minutes; Elizabeth Murphy seconded. All were in favor and the minutes were accepted.

3. The Executive Director Report:

- Formula Funding award letter for FY2020 – 2018 money for deck; design for emergency generator.

Elizabeth Murphy asked why funding is awarded so far in advance. The E.D. replied for planning purposes; broken down by quarter.

- PMR draft year – Spending under by 10%. 10% taken, change budget via budget revision. Did very well on inspections, work orders and physical inspection of properties.
- DHCD Resident Survey – 80% of heating problems were fixed within 24 hours or less.
- DHCD Board Member On-line Certification due by June 19th.

The E.D. discussed DHCD contacting the Secretary of State and decision to revoke c. 121B, §5 changes. Everyone is to be elected the same way.

4. Financial Report (Feb/Mar/Apr):

- Three months of financials for review (we did not receive the Feb/Mar statements in time for the March meeting).
- April statement – page F2 – Reserves at 65.58%.
- \$4,228 to the good through April 30, 2017 – very good condition.

Paul Doherty made a motion to accept the Feb/Mar/Apr 2017 financials; Deborah Christen seconded and all were in favor.

5. Modernization Report:

- Building Envelope Repair – to begin in May.

6. State-Aided Housing Report:

- 17 of the 18 work orders for April were completed within 72 hours.

7. Old Business: None

8. New Business:

The following resolution was presented:

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

RESOLUTION 201708

Whereas: There were no vacated tenant balances older than twelve (12) months for the Lunenburg Housing Authority as of March 31, 2017.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority verified there are no unrecoverable debts for vacated tenant balances older than twelve (12) months as of March 31, 2017.

RESOLVED, Motion made by Paul Doherty to accept verification that there are no vacated tenant balances older than twelve (12) months as of March 31, 2017 and therefore no unrecoverable debts to write-off.

SECONDED, Deborah A.H. Christen seconded the motion, and the motion was passed by a unanimous vote.

9. Other Correspondence: Public Housing Notices

Paul Doherty made a motion to adjourn the meeting at 7:12 p.m. Deborah Christen seconded, all were in favor, and the meeting was adjourned.