

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING

August 17, 2017

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Vice Chair
Caroline Fortin, Member
Linda McDonald, Member

Members Absent: Deborah A.H. Christen, Member

Also Present: Peter Proulx Executive Director/Recording Secretary

Residents were present with comments.

1. The Chair declared a quorum present and opened the meeting at 6:40 p.m.
 2. The minutes of the May 18, 2017 meeting were presented. Elizabeth Murphy made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.
 3. The Executive Director Report:
 - The E.D. went over the Community Building Upgrade projects.
 4. Financial Report:
 - Three months of financials for review (May/June/July).
 - July statement – page F2 – Reserves at 71.29%.
 - We are in very good condition.
- Paul Doherty made a motion to accept the Feb/Mar/Apr 2017 financials; Caroline Fortin seconded and all were in favor.
5. Modernization Report:
 - Building Envelope Repair – construction completed, we are awaiting close-out documents.
 6. State-Aided Housing Report:
 - We received 29 standard applications in July; 7 elderly/young disables; 22 family.
 - Overall occupancy is at 100%; there were no new vacancies for July.
 - 19 of the 22 work orders for July were completed within 24 hours.
 7. Old Business: None

8. New Business:

The following resolution was presented:

RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

RESOLUTION 201709

Whereas: There were no vacated tenant balances older than ninety (90) days for the Lunenburg Housing Authority as of June 30, 2017.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority verified there are no unrecoverable debts for vacated tenant balances older than ninety (90) days as of June 30, 2017.

RESOLVED, Motion made by Elizabeth Murphy to accept verification that there are no vacated tenant balances older than ninety (90) days as of June 30, 2017 and therefore no unrecoverable debts to write-off.

SECONDED, Caroline Fortin seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION TO ALLOW A PROPRIETARY BID SPECIFICATION FOR THE WINDOW SASH REPLACEMENT AT THE 705-1 WHITE STREET DEVELOPMENT

DHCD PROJECT #162026

RESOLUTION 201710

Whereas: The Lunenburg Housing Authority needs to replace the single pane windows at the 705-1 White Street development, and

Whereas: The Lunenburg Housing Authority seeks to minimize its costs in providing window replacement at its 705-1 White Street development, and

Whereas: It will reduce costs to use the same Anderson Narrowline Sash Conversion Kits for the window sash replacement.

NOW THEREFORE BE IT RESOLVED:

That the Lunenburg Housing Authority Board of Commissioners hereby votes to allow for a Proprietary Bid utilizing Anderson Narrowline Sash Conversion Kits for the window sash replacement at the 705-1 White Street development for all windows within the specification.

Resolved, Motion made by Paul Doherty to allow for a Proprietary Bid utilizing Anderson Narrowline Sash Conversion Kits for the window sash replacement.

Seconded, Linda McDonald seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION FOR CFA AMENDMENT #5 BETWEEN THE LUNENBURG HOUSING
AUTHORITY AND THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
FOR FORMULA FUNDING MASTER CFA – ALL DEVELOPMENTS

WORK PLAN 5001

Resolution 201711

Whereas: The Lunenburg Housing Authority has the need to amend the Contract for Financial Assistance between the Leominster Housing Authority and the Department of Housing and Community Development, and

Whereas: This amendment is to fund the following and extends the contract dates of service from June 30, 2019 to June 30, 2020:

Fish #162015 FY2020 Formula Funding Award - \$56,273.00
FY2017 Extraordinary Maintenance - \$10,800.00

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$67,073.00 (total contract amount is now \$640,241.00).

NOW THEREFORE BE IT RESOLVED:

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment #5 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Leominster Housing Authority.

Resolved, Motion made by Linda McDonald to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the projects listed on Amendment #5 for Capital Improvement Work Plan 5001 currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

Seconded, Paul Doherty seconded the Motion, and the Motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR FLOORING INSTALLATION

Resolution 201712

WHEREAS: The Lunenburg Housing Authority has advertised for bids for flooring installation (VCT, Linoleum, Carpeting), and

WHEREAS: The bids were due on Thursday, August 3, 2017 and one firm responded to our solicitation (*see attached*).

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners approve the eligible and responsible bid from Capital Carpet and Flooring of Woburn, MA, for a one year contract in the amount not to exceed \$13,750.00 and authorize the Chair, or their designee, to sign said contract and/or any other documents necessary.

RESOLVED, Motion made by Paul Doherty to award the contract for flooring installation in the amount not to exceed \$13,750.00 to the eligible and responsible bidder, Capital Carpet and Flooring of Woburn, MA and to authorize the signing of the contract, and/or any other documents necessary, by the Chair, or their designee.

SECONDED, Caroline Fortin seconded the motion, and the motion was passed by a unanimous vote.

9. Other Correspondence: Public Housing Notices

Elizabeth Murphy made a motion to adjourn the meeting at 7:15 p.m. Caroline Fortin seconded, all were in favor, and the meeting was adjourned.

