

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING

September 21, 2017

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

Members Absent: Elizabeth Murphy, Chair

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

Residents were present with comments.

1. The Chair declared a quorum present and opened the meeting at 6:35 p.m.

2. The minutes of the August 17, 2017 meeting were presented. Caroline Fortin made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.

3. The Executive Director Report:

- We are receiving a little extra money from DHCD for Capital Items:
 1. Patio area
 2. Deck – spring next year
 3. Reshingle Community Room roof
 4. Maintenance shed – remove roof, make higher and re-side.

The E.D. will talk to the residents about the deck and discuss other possible uses for the space.

4. Financial Report (August 2017):

- Monthly payroll was passed around for two board member signatures.
- Page F2 – Reserves at 72.86%. Much higher than should be; spending a little money to use some up.
- Page F3 - \$11,084 ahead of budget. We will be pretty close to budget by year end.

Paul Doherty made a motion to accept the August 2017 financials; Linda McDonald seconded and all were in favor.

5. Modernization Report:

- Building Envelope Repair – this project is completed.

6. State-Aided Housing Report:

- Overall occupancy is at 100%; we have one vacancy coming in September.
- Work order report included.

Board member asked how long work orders are left open. It depends on what is needed.

7. Old Business: None

8. New Business:

The following resolution was presented:

RESOLUTION TO ALLOW THE LUNENBURG HOUSING AUTHORITY
TO REVISE THE REPLACEMENT FEES FOR MOVE-OUTS AND VANDALISM
(AND COSTS FOR LIGHTS BULBS, ETC.)

Resolution 201713

Whereas: The authority has an obligation to recover the costs for damages and other maintenance related charges as a result of move-outs or vandalism and the cost of replacement light bulbs, etc.

NOW THEREFORE BE IT RESOLVED,

That the attached list of fees is revised to meet the current costs associated with damages and other maintenance related charges as a result of move-outs or vandalism.

RESOLVED, Motion made by Deborah Christen to allow the Lunenburg Housing Authority to revise the maintenance fee schedule.

SECONDED, Linda McDonald seconded the motion, and the motion was passed.

On the next resolution, the housing authority is happy with this contractor and would like to extend the three (3) year option.

RESOLUTION TO EXERCISE OPTION TO
RENEW SNOW REMOVAL CONTRACT

Resolution Number 201714

Whereas: The Lunenburg Housing Authority would like to exercise the snow removal contract option to renew for three additional seasons (2017-2018, 2019-2020, 2020-2021) with Lakeview Nurseries in the total amount of \$18,247.00.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chairman, or their designee, to award and enter into said contract with Lakeview Nurseries, 308 Electric Avenue, Lunenburg, MA 01462 in the total amount of \$18,247.00.

RESOLVED, Motion made by Caroline Fortin to authorize the awarding and signing of any and all appropriate documents in connection with the snow removal contract option to renew for the 2017/2018, 2019/2020 and 2020/2021 seasons with Lakeview Nurseries in the total amount of \$18,247.00.

SECONDED, Motion was seconded by Deborah Christen and all were in favor.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE WINDOW SASH REPLACEMENT AT THE PEARL
BROOK
667-1 ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD FISH 162026

Resolution 201715

WHEREAS: The Lunenburg Housing Authority has advertised for bids for the window sash replacement project at the 667-1 elderly development, and

WHEREAS: A bid opening was held on September 8, 2017 and the Authority received six (6) bids to complete the work (see attached list), and

WHEREAS: Vareika Construction, Inc., 219 Walnut Street, Suite B, West Bridgewater, MA 02379 submitted the lowest eligible and responsible bid in the amount of \$47,300.00, 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 window sash replacement project to the lowest eligible and responsible bidder, Vareika Construction, Inc., in the amount of \$47,300.00.

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

RESOLVED, Motion made by Linda McDonald to award the bid for the window sash replacement project at the 667-1 elderly development to the lowest eligible and responsible bidder, Vareika Construction, Inc. in the amount of \$47,300.00.

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

The following resolution is for Substantial Completion. The work is completed but all documents were not submitted; Final Completion will be on agenda for next month.

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE BUILDING ENVELOPE
REPAIR AT THE PEARL BROOK 667-1 ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162022

Resolution 201716

Whereas: The Architect (Nisson-Siden Associates, Inc.) has inspected and recommended that the building envelope repair at the Pearl Brook 667-1 elderly development has reached the point of Substantial Completion and,

Whereas: It is anticipated that the representatives from the Department of Housing & Community Development will agree with the Architect's assessment.

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair, or their designee, to sign the necessary documents in connection with the Substantial Completion of the building envelope repair at the Pearl Brook 667-1 elderly development.

RESOLVED, Motion made by Deborah Christen to accept the Substantial Completion of the building envelope repair at the Pearl Brook 667-1 elderly development.

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

9. Other Correspondence: Public Housing Notices

10. Deborah Christen made a motion to adjourn the meeting at 6:52 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

