

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING

October 19, 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: Benjamin Gold, Assistant Executive Director
Denise Ivaldi, Recording Secretary

1. The Chair declared a quorum present and opened the meeting at 6:40 p.m.
2. The minutes of the September 21, 2017 meeting were presented. Elizabeth Murphy made a motion to accept the minutes; Paul Doherty seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - The E.D. is on vacation/NAHRO Conference – November 3-14
 - Delay of DHCD budget guidelines; budget to the board November/December

Paul Doherty asked if training for board members included certification like that of employees. Board member training is different than the NAHRO Certification Training which is for employees only.

4. Financial Report (September 2017):
 - Monthly payroll was passed around for two board member signatures.
 - Page F2 – Reserves at 70.19%. Some projects going forward include the patio outside the Community Room, maintenance shed renovation and Community Room roof.

Paul Doherty asked why the wheelbarrow is always outside and not stored in the shed. He also asked which unit the water heater was replaced in.

Elizabeth Murphy made a motion to accept the September 2017 financials; Linda McDonald seconded and all were in favor.

5. Modernization Report:
 - New windows at 705 family units. Contract has been awarded; work to start, they are taking measurements tomorrow.
6. State-Aided Housing Report:
 - Fully occupied for September, no vacancies right now.
 - Work order report included.

7. Old Business: None

8. New Business:

The following resolutions were presented:

FY2017 4001 OPERATING BUDGET REVISION 1 SUBMISSION

RESOLUTION 201717

WHEREAS: The Department of Housing and Community Development (DHCD) has issued additional capital funds, and

WHEREAS: Those capital funds are intended to offset extraordinary maintenance costs, and

WHEREAS: DHCD has requested LHA's to submit a budget revision to the FY2017 budget to reflect this action.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board authorizes submission of Revision 1 to the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2017, as directed by DHCD, and recommended by the Executive Director,

RESOLVED, Motion made by Paul Doherty to submit Revision 1 to the FY2017 4001 Operating Budget for State-Aided Housing to the Department of Housing and Community Development.

SECONDED, Elizabeth Murphy seconded the motion, and the motion as passed by a unanimous vote.

RESOLUTION TO WRITE-OFF QUARTERLY
UNRECOVERABLE DEBTS

RESOLUTION 201718

Whereas: A tenant of the Lunenburg Housing Authority has vacated while owing rent and,

Whereas: This person vacating owed \$4.50 as of September 30, 2017 (*see attached list*). The amount is ninety (90) days old as of September 30, 2017 and,

Whereas: The Lunenburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority officially write-off \$4.50 as uncollectable debts.

RESOLVED, Motion made by Deborah Christen to write off \$4.50 as uncollectible debts.

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

9. Other Correspondence: Public Housing Notices

10. Elizabeth Murphy made a motion to adjourn the meeting at 7:00 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

