

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING

November 16, 2017

Members Present: Paul Doherty, Acting 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

1. The Chair declared a quorum present and opened the meeting at 6:30 p.m.
2. The minutes of the October 19, 2017 meeting were presented. Linda McDonald made a motion to accept the minutes; Deborah Christen seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - There was an error noted in the Quarterly Debt Write-Off resolution at last month's meeting. The resolution stated \$4.50 while the backup stated \$54.50 (the correct amount).
The board had approved the resolution and there is no further action required, the \$54.50 was the amount used.
 - Project Update – Contractor in December for the community building roof, patio has been pulled up and is being regraded; bricks are back in. Maintenance shed – reroof, paint and spruce up around the shed. Windows for the family units – everything has been ordered.
 - Leominster has signed a Management Agreement with West Boylston Housing Authority. As we are moving toward formal regionalization, the E.D. explained the make-up the Board, elections, etc. as we progress.
4. Financial Report (October 2017):
 - Monthly payroll was passed around for two board member signatures.
 - Page F2 – Reserves at 70.92%. Spending \$30,000 in next two months.
 - Page F3 - \$19,598 ahead of budget through first ten months.

Caroline Fortin made a motion to accept the October 2017 financials; Linda McDonald seconded and all were in favor.

5. Modernization Report:
 - 705 Window Replacement – Work should be completed by second week of December.
6. State-Aided Housing Report:
 - 98.15% occupied for October, one vacancy during the month.
 - Work order report included.

7. Old Business: None

8. New Business: None

9. Other Correspondence: Public Housing Notices

10. Deborah Christen made a motion to adjourn the meeting at 6:58 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

