

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING

December 21, 2017

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Vice Chair
Deborah A.H. Christen, Member
Caroline Fortin, Member
Linda McDonald, 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 November 16, 2017 meeting were presented. Deborah Christen made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - DHCD FY18 budget guidelines still delayed.
4. Financial Report (November 2017):
 - Page F2 – Reserves at 72.58%; may come down due to patio and deck work.
 - Page F3 – Rents ahead; little behind in subsidy from DHCD.
 - November monthly payroll was passed around for review and two board member signatures.

Caroline Fortin made a motion to accept the November 2017 financials; Deborah Christen seconded and all were in favor.
5. Modernization Report:
 - 705 Window Replacement – Work is 100% complete.
6. State-Aided Housing Report:
 - 38 applicants received, 14 elderly/young disabled and 24 family.
 - We have 600 applicants on the waiting list; 211 elderly/young disabled and 389 family.
 - One vacancy for November.
 - 98.15% occupied for October, one vacancy during the month.
 - Work order report included.
7. Old Business: None

8. New Business:

The following resolutions were presented:

RESOLUTION TO APPROVE THE APPLICATION
FOR the 2018 CAPITAL IMPROVEMENT PLAN –
FORMULA FUNDING TO DHCD

Resolution 201719

- Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,
- Whereas: The Lunenburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the year 2018 and,
- Whereas: A meeting was held with the tenants on September 26 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Lunenburg Housing Authority Board of Commissioners have reviewed and approved the Capital Improvement Plan (CIP) Formula Funding for years 2018 to 2022 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Deborah A.H. Christen to authorize the Executive Director to submit the application for 2018 Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

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

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE
OF FINAL COMPLETION AND FINAL PAYMENT FOR
BUILDING ENVELOPE REPAIRS AT THE PEARL BROOK
667-1 ELDERLY DEVELOPMENT

DHCD PROJECT NUMBER 162022

RESOLUTION 201720

- Whereas: The Architect (Nilsson & Siden Associates) has inspected and recommended that the Building Envelope Repairs at the 667-1 Pearl Brook development has reached the point of Final Completion and,
- Whereas: It is anticipated that the representatives from the Department of Housing & Community Development will agree with the assessment.

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair, or their designee, to sign the necessary documents in connection with the Certificate of Final Completion and Payments 3 (\$6,745.00) and 4 (\$4,623.45) for a total of \$11,368.45 for the Building Envelope Repairs at the 667-1 Pearl Brook development.

RESOLVED, Motion made by Paul Doherty to accept the Final Completion and Final Payment for the Building Envelope Repairs at the 667-1 Pearl Brook development.

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

RESOLUTION AUTHORIZING SIGNING OF THE
CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE
705 WINDOW REPLACEMENT PROJECT

WORK PLAN 5001; DHCD PROJECT NUMBER 162026

Resolution 201721

Whereas: Steve Larry, RCAT Project Manager, has inspected and recommended that the 705 window replacement project has reached the point of Substantial Completion.

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 705 window replacement project.

RESOLVED, Motion made by Paul Doherty to accept the Substantial Completion of the 705 window replacement project.

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

9. Other Correspondence:

- Public Housing Notices
- Town Elected Member Survey

10. Paul Doherty made a motion to adjourn the meeting at 7:00 p.m. Deborah Christen seconded, all were in favor, and the meeting was adjourned.

