

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING

January 18, 2018

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

Members Absent: Caroline Fortin, Member

Also Present: Peter Proulx, Executive Director
Benjamin Gold, Recording Secretary

1. The Chair declared a quorum present and opened the meeting at 6:32 p.m.
2. The minutes of the December 21, 2017 meeting were presented. Paul Doherty made a motion to accept the minutes; Deborah Christen seconded. All were in favor and the minutes were accepted.
3. The Executive Director Report:
 - Council on Aging Director, Susan Doherty and New Outreach Coordinator, Pauline Roy were present at the meeting tonight.
 - Director of Council on Aging/Senior Center had a meeting with residents; discussed no security in buildings, mandated reporters, state law and building code. E.D. stated we have locks and can put them in; will discuss with residents. He added there were locks a number of years ago; residents may not have wanted them. Pauline will visit once per month. Any resident can request to use Community Room; resident would be responsible for having Council there. May have Nashoba do blood pressure clinic, exercise program or crafts. Request LuHA go to one of their meetings to learn what they do. H.A. doesn't give out information on residents. Council will discuss what residents would like to do. H.A. may take advantage of Council on Aging transportation system during emergencies.
 - DHCD budget guidelines issues January 2nd; we want to have 2018 budget ready for the March meeting.
 - There was a question last month about the \$4,150 in the FF Master Account. General accounting fees for each housing authority and this comes out of the FF Master Account.
4. Financial Report:
 - In very good financial shape; E.D. salary increases after State did a survey.
 - \$10,000 exemption for computer equipment. Dennis (new housing manager) will be on-site one day per week.
 - Fee Accountants and Finance Dept. working on year-ends. There is no financial report tonight.

5. Modernization Report:

- 705 Window Replacement – Finishing up with the family units.
- Roof shingles/maintenance shed – As soon as weather permits.
- Patio to be looked at.

The Chair asked if someone could take a look at the windows that are being reported as drafty; maybe add weather stripping.

6. State-Aided Housing Report:

- A couple of vacancies in elderly units; to be occupied this month.

Paul Doherty requested the E.D. go over what happened with the sprinkler system. The E.D. explained with the following:

- Keith opens hatches and closes when he goes home if below zero. Outside sprinkler heads, non-freeze. Cut holes in apartment and put grill over holes to keep warmer.
- Worked next day; had a fire watch the night before. Four days later, sprinkler went again but Fire Department didn't have the correct part and had to order it. Third fire watch.
- No water in a single apartment in all three instances. Fourth incident had to do with a bad line but fixed the same day. Main line on street, residents were without water for about eight (8) hours.

7. Old Business: None

8. New Business:

The following resolutions were presented:

RESOLUTION TO WRITE-OFF QUARTERLY
UNRECOVERABLE DEBTS

RESOLUTION 201801

Whereas: There were no vacated tenant balances older than 90 days for the Lunenburg Housing Authority as of December 31, 2017.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority verified there are no unrecoverable debts for vacated tenant balances older than 90 days as of December 31, 2017.

RESOLVED, Motion made by Linda McDonald to accept verification that there are no vacated tenant balances older than 90 days as of December 31, 2017 and therefore no unrecoverable debts to write-off.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION TO UPDATE THE PROCUREMENT POLICY

Resolution 201802

Whereas: The Lunenburg Housing Authority has the need to update the procurement policy to comply with Massachusetts bidding statutes governing the procurement of supplies and services and design services.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners update the procurement policy to be effective immediately.

RESOLVED, Motion made by Deborah Christen to update the procurement policy effective immediately.

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

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER NUMBER ONE FOR THE 705 WINDOW REPLACEMENT WORK PLAN 5001; DHCD PROJECT NUMBER 162026

Resolution 201803

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number One in conjunction with the 705 Window Replacement, and,

Whereas: The contractor has submitted a price proposal for the replacement of two awning window operators and 5 casement window handles and a time extension request of 30 days, and

Whereas: This Change Order Number One will increase the original contract sum by \$978.00 to supply and install the items, and

Whereas: The RCAT Project Manager, Steve Larry, believes the additional cost and time extension request appears reasonable and recommends approval.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number One for the 705 Window Replacement now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Paul Doherty to authorize the signing of the Change Order Number One in conjunction with the 705 Window Replacement now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

SECONDED, Elizabeth Murphy seconded the motion, and the motion was passed unanimously.

9. Other Correspondence:

- Public Housing Notices

10. Deborah Christen made a motion to adjourn the meeting at 7:15 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

