

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE ANNUAL MEETING

May 17, 2018

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

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

1. The Chair declared a quorum present and opened the meeting at 6:40 p.m.
2. The minutes of the April 19, 2018 meeting were presented. Paul Doherty made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.

As this is the Annual Meeting with Election of Officers, the Executive Director opened the floor to nominations. Deborah Christen made a motion to elect Elizabeth Murphy as Chair and Paul Doherty as Vice Chair. Linda McDonald seconded and upon roll call as follows: Deborah Christen – yea, Linda McDonald – yea, Caroline Fortin – yea, Paul Doherty – yea and Elizabeth Murphy – yea; the motion carried.

3. The Executive Director Report:

- 2018 DHCD Public Housing Notice – Management Agreement standard contract must be used. No agreement can roll over any longer. July 31st will mark fifteen (15) years for Lunenburg's Management Agreement with Leominster. The existing agreement will have to be changed to the new format; Lunenburg to begin paying less (dates and amounts per unit). The Board has the option to review but will go with E.D.'s negotiation with agreement. We usually don't have a June meeting unless something comes up.
- Post Office no longer delivering packages because of the door locks. Postmaster wanted to meet and wants large boxes; mail carriers don't want keys. The cost is \$1800 per box, we need to decide where to put them. We can get them with up to 40 mail slots but will be too large. Below mail slots are bigger doors for packets. E.D. to let residents know about alternative places to put mailboxes. Will discuss with post office before discussing with residents.

4. Financial Report (April 30, 2018):

- Monthly payroll was passed around for review and two board member signatures.
- Page F2 – Reserves are at 63.01%; safe number. The roof and shed work will reduce the number but as long as we stay above 20% we're fine.
- Page F3 - \$9,632 to the good; if continues we will be adding to reserves.
- A little under on shelter rents. Budget revision to be done in October.
- Utilities are over budget; will reduce each month. Will keep an eye on maintenance, over budget on that as well.
- We are in very good shape; receiving solar credits now.

Paul Doherty made a motion to accept the April 30, 2018 financial report. Deborah Christen seconded; all were in favor.

5. Modernization Report:

- No active projects at this time.
- July – generator for Community Room, not Laundry room.

6. State-Aided Housing Report:

- Issues with applicants getting second floor apartments.
- In report, write vacated date “remains vacant from.....”

7. Old Business: None

8. New Business: None

9. Other Correspondence:

- PHN Notices

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 7:12 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

