

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING

October 25, 2018

Members Present: Deborah A.H. Christen, Member
Caroline Fortin, Member
Linda McDonald, Member

Members Absent: Paul Doherty, Vice Chair

Also Present: Benjamin Gold, Interim Executive Director
Denise Ivaldi, Recording Secretary

1. The Chair declared a quorum present and opened the meeting at 6:41 p.m.
 2. The minutes of the September 20, 2018 meeting were presented. Caroline Fortin made a motion to accept the minutes; Linda McDonald seconded. All were in favor and the minutes were accepted.
 3. The Executive Director Report:
 - FHA/LHA Update – Fitchburg will begin self-managing effective January 1, 2019. They have advertised for an Executive Director.
 - Leominster went through the process to hire an Executive Director, the Board decided not to move forward. Leominster has now signed a Mentoring Agreement with Worcester H.A., Ben Gold will work with Peter Proulx up to 15 hours per week.
 - We are changing from Vision Payroll to Harpers for Payroll, so all five housing authorities will use the same company.
 - The meetings for November and December will be changed to November 14th and December 13th respectfully.
 - Keith will be on vacation 10/26-11/1, Tom/Sterling H.A. will cover while he is away.
 4. Financial Report (September 2018):
 - Page F2 – Reserves are at 37.49%.
 - Page F3 – We are under on rents, waiting on DHCD subsidy.
 - Utilities are fine; maintenance is over due to three vacancies requiring more work than usually needed.
- Caroline Fortin made a motion to accept the September 2018 financial reports. Linda McDonald seconded; all were in favor.
5. Modernization Report:
 - No on-going projects.
 6. State-Aided Housing Report:
 - We received 29 standard applications in September; 15 elderly/young disabled and 14 family.
 - We are 100% occupied.
 - Work Order report included.

7. Old Business: None

8. New Business: The following resolutions were presented:

Ben Gold went over the budget changes needed to be within the DHCD 10% rule.

FY2018 4001 OPERATING BUDGET REVISION 1 SUBMISSION

RESOLUTION 201815

WHEREAS: Per DHCD's Performance Management Review (PMR) guidelines, the Lunenburg Housing Authority must submit a budget revision to the FY2018 budget to correct any budget to actual variance greater than 10%.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners authorizes submission of Revision 1 to the 4001 Operating Budget for State-Aided Housing for Fiscal Year 2018 to correct any budget to actual variance greater than 10%, as directed by the DHCD PMR guidelines and recommended by the Interim Executive Director.

RESOLVED, Motion made by Linda McDonald to submit Revision 1 to the FY2018 4001 Operating Budget for State-Aided Housing to DHCD, to correct any budget to actual variance greater than 10% per the DHCD PMR guidelines.

SECONDED, Deborah A.H. Christen seconded the motion, and the motion was passed by a unanimous vote.

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RESOLUTION TO WRITE-OFF QUARTERLY UNRECOVERABLE DEBTS

RESOLUTION 201816

Whereas: A number of tenants of the Lunenburg Housing Authority have vacated while owing rent and,

Whereas: Those persons vacating owed \$1,472.94 as of September 30, 2018 (*see attached list*). The amount is ninety (90) days old as of September 30, 2018 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 \$1,472.94 as uncollectable debts.

RESOLVED, Motion made by Caroline Fortin to write off \$1,472.94 as uncollectible debts.

9. Other Correspondence:

- PHN Notices
- NAHRO October Newsletter

10. No Resident Participation Requested.

11. Deborah Christen made a motion to adjourn the meeting at 6:57 p.m. Caroline Fortin seconded, all were in favor, and the meeting was adjourned.