

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

March 16, 2023

Members Present:

Deborah A.H. Christen, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Dale Proulx, Treasurer

Members Absent:

None

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Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Moises Ramos, Off-Site Housing Manager

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1. Opportunity for Public Comments – None

2. Meeting Called to Order

- a. Chair Deborah Christen asked for a roll call of members present: Linda McDonald-present, Deborah Christen-present, Wayne Caron-present, and Dale Proulx-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, and Off-Site Housing Manager Moises Ramos. The Chair declared a quorum present and opened the meeting at 2:01p.m.
- b. The minutes of February 15, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

3. Executive Director Report

- a. Smoking
- b. MassNAHRO Conference – Waltham – April 2-4, 2023
- c. MassNAHRO Virtual Legislative Day – Tuesday, March 28, 2023. Treasurer stated he would like to attend. Administrative Assistance/Special Projects to register Treasurer and email the information.
- d. Conference Call – We have our IT working to set this up.
- e. Discussion of the recent snow storm; staff checking in with the residents and assisting as needed.
- f. FY23 Budget, which was approved last month by the Board Members, is now listed as Resolution 2023-5. The budget includes the Management Agreement/Fees.

4. Financial Report

- a. The financials of January and February, 2023 were reviewed. A discussion was held regarding Extraordinary Maintenance. Tenant Board Member made a motion to approve the 2023 financials as presented; Vice Chair seconded, with all in favor.

5. **Administration**

a. **Modernization/Work Order Report** – Assistant Director

667-1 Intercom System (FISH# 162041) Hesnor Engineering completed the construction documents on 01/23/2023. We are now waiting for DHCD approval. Once approved, we can bid

Walkway repairs (FISH# 162042) We received 6 bids on 02/23/23. The low bid is in the amount of \$74,660 which is in-line with our estimate of \$76,000. Graves Engineering vetted and approved the low bidder. Now we are waiting for DHCD approval.

667-1 Tree Removal (FISH# 162043) DHCD completed the scope of services to hire a designer. Now DHCD needs to select a designer and we can begin the design phase of the project.

667-1 Replace Federal Pacific Electric Panel (FISH# 162044) Hesnor Engineering completed the construction documents on 01/23/2023. We are now waiting for DHCD approval. Once approved, we can bid.

Work Order Report:

1. For 667: There was a total of 25 with 20 completed and 5 open. Out of these, 11 were Emergencies and have been completed.
2. For 705: There was a total of 5 and all were completed. Out of these, 1 was an Emergency and has been completed.

b. **State-Aided Housing Report** – Executive Director

We received 6 Standard Applications (5 Elderly/Young Disabled and 1 Family). We have 2,202 Elderly and 4,925 Family applicants on the waiting list. There was 1 lease-up and 1 vacancy in February. We are at 97.83% occupancy for Elderly (3 Empty unit – 2 Waiver = 1 Vacancy). We are at 100% occupied for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 98.08%.

6. **Unfinished Business** - None

7. **New Business**

- a. Resolution 2023-4 Unrecoverable Quarterly Debt Write-off. This has been tabled until April.
- b. Resolution 2023-5 FY2023 Budget. In February, Tenant Board Member motioned to approve FY23 Budget; Treasurer seconded the motion, with all in favor.

8. **Other Correspondence** – None

9. **Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting 2:37p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on April 20, 2023.