

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

April 20, 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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*LUNENBURG TOWN
CLERK OFFICE*

Also Present:

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

1. Opportunity for Public Comments - None

2. Meeting Called to Order

- a. Chair Deborah Christen asked for a roll call of members present: Deborah Christen-present, Linda McDonald-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 2:00p.m.
- b. The minutes of March 16, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

3. Executive Director Report

- a. We are working with our IT and Microsoft to set up ability to have Zoom/Teams for the board meetings, so residents can participate remotely. DHCD sent out a notice informing that the Remote Public Meeting Option was extended to March 31, 2025.
- b. MassNAHRO Spring conference went well; the Fall conference will be held 9/17-9/20.
- c. Smoking concerns
- d. Legislative Day went great.

4. Financial Report

- a. The financials of March, 2023 were reviewed. Tenant Board Member made a motion to approve the March, 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) DHCD approved the construction documents on 4/10/2023. We are now ready to 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. DHCD approved the low bidder and now we need board approval.

667-1 Tree Removal (FISH# 162043) DHCD hired Graves Engineering as the designer.

667-1 Replace Federal Pacific Electric Panel (FISH#162044) DHCD approved the construction documents on 04/10/2023. We are now ready to bid.

Work Order Report:

1. For 667: There was a total of 11 with 9 completed and 2 open. Out of these, 2 were Emergencies and have been completed.
2. For 705: There was a total of 2 and have been completed; neither of these were Emergencies.

b. State-Aided Housing Report – Executive Director

We received 5 Standard Applications (4 Elderly/Young Disabled and 1 Family). We have 2,238 Elderly and 5,138 Family applicants on the waiting list. There was 1 lease-ups and 0 vacancies in March. We are at 97.87% occupancy for Elderly (2 Empty unit – 1 Waiver = 1 Vacancy). We are at 100% occupied for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 98.11%.

6. Unfinished Business – None

7. New Business

- a. Resolution 2023-4 Wage Match for State Housing Program Tenants. Motion made by Vice Chair to approve the Wage Match for State Housing Program Tenants; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2023-6 Low Bidder for Walkway Repairs Pearl Brook 667-1 Elderly Development. Motion made by Treasurer to approve the Low Bidder for Walkway Repairs Pearl Brook 667-1; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

- a. DHCD PHN 2023-2 Updated Release of Information
- b. DHCD PHN 2023-3 Wage Match for State Housing Program Tenants (Updated)
- c. DHCD PHN 2019-16 Wage Match for State Housing Program Tenants (Previous edition)
- d. DHCD PHN 2023-4 New Public Housing Redevelopment and Land Disposition Power

9. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting at 2:32p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on May 18, 2023.