

MINUTES OF REGULAR MEETING*131 White Street, Lunenburg, MA*

May 18, 2023

Members Present:

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

Members Absent:

Linda McDonald, Vice Chair

Also Present:

Benjamin Gold, Executive Director
 Adam Gautie, Assistant Executive Director
 Jade Tavares, Administrative Assistance/Special Projects

1. Opportunity for Public Comments

- a. A discussion was held about the patio furniture, smoking policy and ordinance for noise.

2. Meeting Called to Order

- a. Chair Deborah Christen asked for a roll call of members present: Deborah Christen-present, Wayne Caron-present, and Dale Proulx-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistance/Special Projects Jade Tavares. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of April 20, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Treasurer seconded, with all in favor.

3. Executive Director Report

- a. Conference Call –This is almost complete and expected to be ready for the next board meeting.

4. Financial Report

- a. The financials of April, 2023 were reviewed. The Reserve is healthy at 41.85%. Tenant Board Member made a motion to approve the April, 2023 financials as presented; Treasurer seconded, with all in favor.

5. Administration

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

667-1 Intercom System (FISH# 162041) This project is bidding on 5/24/2023. Bids are due 6/14/2023.

Walkway repairs (FISH# 162042) The contract was sent to DHCD on 4/24/2023 for approval. Once we receive contract approval and signature then we can begin the project.

667-1 Tree Removal (FISH# 162043) DHCD hired Graves Engineering as the designer. We met with Graves, on 04/26/23, to begin the design.

Work Order Report:

1. For 667: There was a total of 12 with 10 completed and 2 open. Out of these, 4 were Emergencies and have been completed.
2. For 705: There was a total of 4 with 3 completed and 1 open. Out of these, none were Emergencies.

b. State-Aided Housing Report – Executive Director

We received 20 Standard Applications (8 Elderly/Young Disabled and 12 Family). We have 2,238 Elderly and 5,138 Family applicants on the waiting list. There were 1 lease-up and 3 vacancies in April. We are at 93.62% occupancy for Elderly (4 Empty unit – 1 Waiver = 3 Vacancies). We are at 100% occupied for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 94.34%.

6. Unfinished Business – None

7. New Business

- a. Resolution 2023-7 Unrecoverable Quarterly Debt Write-Off. Motion made by Tenant Board Member to approve the Unrecoverable Quarterly Debt Write-Off; Treasurer seconded the motion, with all in favor.

8. Other Correspondence

- a. DHCD PHN 2023-5 Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Member

9. Motion to Adjourn

There being no further business, Tenant Board Member made a motion to adjourn the meeting 2:35p.m. Treasurer seconded and with all in favor the meeting was adjourned. Next meeting will be held on June 22, 2023.