

LUNENBURG HOUSING AUTHORITY MINUTES OF ANNUAL MEETING

131 White Street, Lunenburg, MA

June 29, 2023

Members Present:

Deborah A.H. Christen, Chair
Wayne Caron, Tenant Board Member
Nicole Waters

Members Absent:

Linda McDonald, Vice Chair
Dale Proulx, Treasurer

Also Present:

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

1. Opportunity for Public Comments:

- a. Tenant expressed gratitude for being able to now call into the board meeting. A discussion was held about the two parking spots that will be created and designated as “drop off/short term parking”.

2. Meeting Called to Order

- a. Chair Deborah Christen asked for a roll call of members present: Deborah Christen-present, Wayne Caron-present, and Nicole Waters-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 2:07p.m.
- b. The minutes of May 18, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Chair seconded, with all in favor.

3. Executive Director Report

- a. Welcome new board member Nicole Waters
- b. Election of Officers – The Chair stated the election will be held off until the next board meeting, as Linda and Dale were absent.
- c. The Annual MassNAHRO Conference will be held, from 9/17-9/20, at the Sea Crest; Executive Director asked if any board members are interested in attending to call Administrative Assistant/Special Projects make the reservations.
- d. Executive Director attended the NercNAHRO Conference
- e. DHCD is now known as Executive Office of Housing and Livable Communities (EOHLC).

4. Financial Report

- a. The financials of May, 2023 were reviewed. Tenant Board Member made a motion to approve the May, 2023 financials as presented; Board Member Nicole seconded, with all in favor.

5. Administration

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

667-1 Intercom System/Federal Pacific Panel Replacement – FISH#162041

This project bids were due 06/14/2023. After the board reports were mailed out, only one (1) bid was received. Resolution 2023-9 was presented to the Board Members to award the contract to Laracy Electrical Contractors.

Walkway Repairs – FISH#162042

The pre-construction meeting was held 05/30/23. Project is now underway.

667-1 Tree Removal FISH# 162043

Graves Engineering completed their construction documents and submitted them to DHCD for review on 05/17/2023. A site walk through for pre-bid was completed on 6/28/2023.

Work Order Report:

1. For 667: There was a total of 24 with 19 completed and 5 open. Out of these, 4 were Emergencies and have been completed.
2. For 705: There was a total of 13 with 11 completed and 2 open. Out of these, 6 were Emergencies.

b. State-Aided Housing Report – Executive Director

We received 10 Standard Applications (8 Elderly/Young Disabled and 2 Family). We have 2,171 Elderly and 4,881 Family applicants on the waiting list. There was 1 lease-up and 0 vacancies in May. We are at 97.83% occupancy for Elderly (2 Empty unit – 2 Waiver = 0 Vacancy). We are at 100% occupied for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 100%.

6. Unfinished Business – None

7. New Business

- a. Resolution 2023-8 Accounting Services Contract. Motion made by Board Member Nicole to approve the Accounting Services Contract; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2023-9 Authorizing the Acceptance and Approval of the Low Bidder for Installation and Federal Pacific Panel Replacement. Motion made by Tenant Board Member to approve the Authorizing the Acceptance and Approval of the Low Bidder for Installation and Federal Pacific Panel Replacement; Board Member Nicole seconded the motion, with all in favor.

8. Other Correspondence

- a. DHCD PHN 2023-6 Mediation Services provided by the Massachusetts Office of Public Collaboration (MOPC)
- b. DHCD PHN 2023-7 Revised Income Limits for Admission & FMRs for Continued Occupancy

9. Motion to Adjourn

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:37p.m. Board Member Nicole seconded and with all in favor the meeting was adjourned.