

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

August 17, 2023

Members Present:

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

Members Absent:

Dale Proulx, Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Evelyn Perez, Director of Housing Management Services
Cathy Santiago, Resident Services Coordinator

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, and Wayne Caron-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. Director of Housing Management Services Evelyn Perez and Resident Services Coordinator Cathy Santiago arrived at 2:03p.m. Board Member Nicole Waters arrived at 2:07p.m.
- b. The minutes of June 21, 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. Election of Officers – As the Treasurer was absent, the Board agreed to table this until there is a full slate in September. There was a discussion about smoking. Executive Director reminded the board if they wanted to attend the MassNAHRO Conference in September to call Assistance/Special Projects. Executive Director provided an update on the HHA Management Agreement and discussed hiring an Assistant Manager for Off-Site Housing Manager Moises Ramos.

4. Financial Report

- a. The financials of June and July, 2023 were reviewed. Vice Chair made a motion to approve the June and July, 2023 financials as presented; Board Member Nicole Waters seconded, with all in favor.

5. Administration

- a. Modernization/Work Order Report – Assistant Director

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

We held a pre-construction meeting on 07/20/23. Project is underway.

Walkway Repairs – FISH#162042

The pre-construction meeting was held 05/30/23. Project will start late August or September 2023.

667-1 Tree Removal FISH# 162043

We received six bids. The low bidder was North-Eastern Tree Service in the amount of \$10,800. The contractor was vetted by the designer.

Work Order Report:

1. For 667: There was a total of 15 with 13 completed and 2 open. Out of these, 2 were Emergencies and have been completed.
 2. For 705: There was a total of 9 with 8 completed and 1 open. Out of these, none were Emergencies.
- b. State-Aided Housing Report – Executive Director
In June, we received 6 Standard Applications (4 Elderly/Young Disabled and 2 Family); there were 2 lease-ups and 0 vacancies.
In July, we received 10 Standard Applications (8 Elderly/Young Disabled and 2 Family); there were no lease-ups or vacancies in July. There are 2,315 Elderly and 4,555 Family applicants on the waiting list. We are at 100% occupancy.

6. Unfinished Business – None**7. New Business**

- a. Resolution 2023-7 Acceptance of Low Bidder for Tree Removal EOHLC Project 162043. Motion made by Vice Chair to approve the Acceptance of Low Bidder for Tree Removal EOHLC Project 162043; Board Member Nicole Waters seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-8 Centralizing Screening Determinations for Priority & Preference in AHVP Program
- b. EOHLC PHN 2023-9 Updates to Performance Management Review (PMR) for 2023 Cycle
- c. EOHLC PHN 2023-10 High Leverage Asset Preservation Program (HILAPP) Updates
- d. EOHLC PHN 2023-11 Updated Accelerated Independent Modernization and Management (AIMM) Program
- e. EOHLC PHN 2023-12 Mandatory Data Reporting

9. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting 2:38p.m. Board Member Nicole seconded and with all in favor the meeting was adjourned. Next meeting will be held on September 21, 2023.