

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

October 19, 2023

Members Present:

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

Members Absent:

Nicole Waters, Treasurer

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 regarding furniture for the deck/patio. Assistant Director explained the plan is to purchase furniture.

2. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, Wayne Caron-present, and Deborah A.H. Christen-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 2:00 p.m.
- b. The minutes of September, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- c. The minutes of the Annual Meeting (9/27/2023) were presented. With no discussion, Board Member Deborah A.H. Christen made a motion to approve the minutes; Vice Chair seconded, with all in favor.

3. Executive Director Report

- a. Executive Director provided an update on Sunset Towers and the HHA Meet & Greet. Executive Director discussed the new smoking areas that are being set up and chairs will be ordered.

4. Financial Report

- a. The financials of September, 2023 were reviewed. Vice Chair made a motion to approve the September, 2023 financials as presented; Tenant Board Member 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. We approved the project equipment submittals on 8/29/23. Project is underway with completion expected by the end of January 2024.

Walkway Repairs – FISH#162042

This project is underway. We expect completion by the end of October.

667-1 Tree Removal FISH# 162043

Project is complete.

Work Order Report:

1. For 667: There was a total of 12 with 6 completed and 6 open. Out of these, 2 were Emergencies and have been completed.
2. For 705: There was a total of 9 with 2 completed and 7 open. Out of these, 1 was an Emergency.

b. State-Aided Housing Report – Executive Director

We received 8 Standard Applications (3 Elderly/Young Disabled and 5 Family). We have 2,467 Elderly and 4,996 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in September. We are at 97.92% occupancy for Elderly (1 Empty unit – 0 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 98.15%.

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

- a. Resolution 2023-12 Lunenburg Tree Removal Project CSC and CFC. Motion made by Tenant Board Member to approve the Lunenburg Tree Removal Project CSC and CFC; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-17 EOHLC Vacancy Initiative

9. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting 2:26 p.m. Vice Chair seconded and with all in favor the meeting was adjourned. Next meeting will be held on November 16, 2023.