

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

November 16, 2023

Members Present:

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

Members Absent:

None

Also Present:

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

1. Opportunity for Public Comments - None

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, Nicole Waters-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 October 10, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Board member Deborah A.H. Christen seconded, with all in favor.

3. Executive Director Report

- a. The new smoking areas are up. Executive Director discussed the Assistant Manager position; Rakisha Perez will be leaving and her replacement will be coming at the end of the month. All of the staff and board members are required to complete the Ethics Training. Administrative Assistant/Special Projects provided instructions to follow and can be called to assist if needed. Executive Director will be out of the office from 11/20/23-11/24/23.

4. Financial Report

- a. The financials of October, 2023 were reviewed. Tenant Board Member Deborah A.H. Christen made a motion to approve the October, 2023 financials as presented; Board Member Deborah A.H. Christen seconded, with all in favor.

5. Administration

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

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

The contractor received all materials as of 11/3/23. Another pre-con meeting is scheduled for 11/6/23 at 1:00 p.m. Project is scheduled to begin 11/13/23 and be completed 1/12/24.

Walkway Repairs – FISH#162042

This project is complete.

Work Order Report:

1. For 667: There was a total of 15 with 6 completed and 9 open. Out of these, 2 were Emergencies and have been completed.
2. For 705: There was a total of 1 non-emergency and has not been completed.

b. **State-Aided Housing Report** – Executive Director

We received 12 Standard Applications (5 Elderly/Young Disabled and 7 Family). We have 2,560 Elderly and 5,302 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in October. We are at 97.92% occupancy for Elderly (1 Empty unit – 0 Waiver = 0 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 2023-13 Authorization of CO 162042-CO-0001 Asphalt Walkway Repair Project 162042 Pearl Brook 667-1. Motion made by Vice Chair to approve the Authorization of CO 162042-CO-0001 Asphalt Walkway Repair Project 162042 Pearl Brook 667-1; Treasurer seconded the motion, with all in favor.
- b. Resolution 2023-14 Approval of Regional Resident Service Coordinator (RSC) Grant Application. Motion made by Vice Chair to approve the Regional Resident Service Coordinator (RSC) Grant Application; Treasurer seconded the motion, with all in favor.

8. **Other Correspondence**

- a. EOHLC PHN 2023-18 Resident Service Coordinators Notice of Funding Availability (NOFA)
- b. EOHLC PHN 2023-19 Public Housing Innovations 2024 Notice of Funding Availability
- c. EOHLC PHN 2023-20 RFI Pre-qualification of Accounting Firms to Conduct AUP Audit

9. **Motion to Adjourn**

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:34 p.m. Vice Chair seconded and with all in favor the meeting was adjourned.