

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

January 18, 2023

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Nicole Waters, Treasurer
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
Jessica Davies, Assistant Housing Manager Satellite Locations

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, and Deborah A.H. Christen-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00 p.m.
- b. The minutes of November 16, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Board Member Deborah seconded, with all in favor.

3. Executive Director Report

- a. Executive Director reminded the board of the new Board Member Training and the Ethics Training. Chair talked about his experience taking the new Board Member Training. Executive Director discussed the possibility of needing to change the date of February's meeting due to scheduling conflicts. Executive Director introduced new Assistant Housing Manager Satellite Locations Jessica Davies. Executive Director stated he and Assistant Executive Director will be attending the NERC NAHRO Conference in the first week of February.

4. Financial Report

- a. The financials of November and December, 2023 were not available. The Executive Director explained Fenton, Ewald and Associates, PC is working on the Year Ends, which included these months. Sue Honeycutt will be presenting the financials when it is complete.

5. Administration

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

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

Project is near completion.

Work Order Report:

1. For 667: There was a total of 17 with all completed; out of these, 8 were Emergencies.
2. For 705: There was a total of 7 with 5 completed and 2 open. Out of these, 2 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

In November, we received 15 Standard Applications (9 Elderly/Young Disabled and 6 Family). There was 1 lease-up and 0 vacancies. In December, we received 6 Standard Applications (3 Elderly/Young Disabled and 3 Family). There were 0 lease-ups and vacancies. There are 2,697 Elderly and 5,601 Family applicants on the waiting list. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 100% occupancy for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 100%.

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

- a. Resolution 2024-1 Lunenburg Walkway Improvement Project CSC and CFC. Motion made by Tenant Board Member to approve the Lunenburg Walkway Improvement Project CSC and CFC; Vice Chair seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Periods 11-17-2023 to 11/17/20
- b. EOHLC PHN 2024-1 Public Comment Period for Promulgation of Amendments to 760 CMR 6.00

9. Motion to Adjourn

There being no further business, Board Member Deborah made a motion to adjourn the meeting at 2:28p.m. Vice Chair seconded and with all in favor the meeting was adjourned.