

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

March 21, 2024

Members Present:

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

Members Absent:

Dale Proulx, Chair

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Jessica Davies, Assistant Housing Manager Satellite Sites

1. Opportunity for Public Comments – None

2. Meeting Called to Order

- a. Vice Chair asked for a roll call of members 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, and Assistant Housing Manager Satellite Sites Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of February 29, 2024 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. A discussion was held about the Board Member and Ethics Trainings; Administrative Assistant/Special Projects explained the issues with the Board Member training have been resolved and new password created. MassNAHRO Legislative Day, on 3/7, was a success; there will be a Legislative Day at the State House in April. Executive Director and Assistant Executive Director will be attending the MassNAHRO conference 3/24 to 3/26.

4. Financial Report

- a. The financials of January and February, 2024 were reviewed. Treasurer made a motion to approve the January and February, 2024 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

There is a change order in the amount of \$63,662.89 to rewire the feeders to the electric ranges to 4-wire from 3-wire to accommodate the electrical code.

Tenant Board Member stated the company is taking an excessively long time for the project to be completed. Tenant Board Member asked why the company waited, from November 6th (Site Visit) to March, to inform of the wire feeder issue. Tenant Board Member asked if additional labor was included in the change order request; Assistant Executive Director stated he would look into the total breakdown of cost. Tenant Board Member stated the labor for the rewiring should be included in the original bid and not in the Change Order. The board members discussed whether to approve the change order or to wait until next month when they have the clarification on the situation. The board members agreed to conditionally approve the change order and will be based off of the response from the engineer regarding the stated concerns. Assistant Executive Director to follow up.

Work Order Report:

1. For 667: There was a total of 7 with 5 completed and 2 open. Out of these, 4 were Emergencies and have been completed.

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

We received 12 Standard Applications (11 Elderly/Young Disabled and 1 Family). We have 2,802 Elderly and 5,750 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in February. 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 98.11%.

6. **Unfinished Business** – None

7. **New Business**

- a. Resolution 2024-4 RSC Grant Application. Motion made by Treasurer to approve the RSC Grant Application; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2024-5 CO1 Federal Pacific Panel Replacement Project 16204. Motion made by Board Member Deborah A. H. Christen to conditionally approve, based off of the response from engineers with the stated board concerns, the CO1 Federal Pacific Panel Replacement Project 16204; Treasurer seconded the motion, with all in favor.

8. **Other Correspondence**

- a. EOHLIC PHN 2024-3 Updates to Vacant Unit Policies for 2024
- b. EOHLIC PHN 2024-4 Updates to Capital Project Implementation Processes
- c. EOHLIC PHN 2024-5 Mass Housing Partnership (MHP) Expanded Technical Assistance for Vacant Land Development and Public Housing Redevelopment

9. **Motion to Adjourn**

There being no further business, Board Member Deborah A. H. Christen made a motion to adjourn the meeting 2:36p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on April 25, 2024.