

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

June 13, 2024

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
Moises Ramos, Housing Manager Satellite Locations
Suzanne Bonney, Director of Finance

1. 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, Director of Finance Suzanne Bonney, and Housing Manager Satellite Location Moises Ramos. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of April 25, 2024 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

2. Executive Director Report

- a. Board Member and Ethics training was discussed, along with the PMR. Executive Director to attend the NERCNAHRO conference from 6/16-6/18. The Executive Director discussed the need for a new Management Agreement, as the 1-year extension has since expired. All the Board Members agreed having a new three (3) year contract presented to the board in the next meeting.

3. Financial Report

- a. The financials of April and May, 2024 were reviewed. Deborah A. H. Christen made a motion to approve the April and May, 2024 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

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

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

The project is at substantial completion.

667-1 Mail/Package Delivery Receptacles – FISH#162046

This is a new project to replace tenant mailboxes and add package receptacles in the amount of \$66,140. We are in the process of selecting a type of mailbox with approval of the USPS.

667-1 Site Improvements – FISH#162048

This is a new project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

This is a new project to replace windows for the common hallways and apartment units. It will be conducted in multiple phases due to funding constraints. The first phase is in the amount of \$62,006.

Work Order Report:

1. For 667: There was a total of 25 with 18 completed and 7 open. Out of these, 8 were Emergencies and have been completed.
2. For 705: There was a total of 29 with 19 completed and 10 open. Out of these, 8 were Emergencies.

b. State-Aided Housing Report – Executive Director

We received 8 Standard Applications (5 Elderly/Young Disabled and 3 Family). We have 3,106 Elderly and 6,585 Family applicants on the waiting list. There were 2 lease-ups and 1 vacancy in May. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 80% occupancy for Family (2 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 98.11%.

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

- a. Resolution 2024-6 Update Pet Policy. There was a discussion about the Pet Policy. The following amendments were requested by the Board Members: change city to town, remove the sentence with high rise and garbage shoot listed. Motion made by Vice Chair to approve the Update Pet Policy as amended; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2024-7 Federal Pacific Panel and Installation Project CSC. Motion made by Vice Chair to approve the Federal Pacific Panel and Installation Project CSC; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2024-6 Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
- b. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00

8. Motion to Adjourn

There being no further business, Deborah A. H. Christen made a motion to adjourn the meeting 2:49p.m. Vice Chair seconded and with all in favor the meeting was adjourned.