

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

August 15, 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
Jessica Davies, Assistant Housing Manager Satellite Locations
Christopher Boyer, Assistant Director of Facilities

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, Administrative Assistance/Special Projects Jade Tavares, Assistant Housing Manager Satellite Locations Jessica Davies, and Assistant Director of Facilities Christopher Boyer. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of June 13, 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. The Executive Director introduced the Assistant Director of Facilities Christopher Boyer and explained his role. Executive Director stated Aleah Davis was promoted from the Public Housing Assistant Manager in Leominster to the Resident Service Coordinator; Aleah will be overseeing Lunenburg as well as two other housing authorities. There was a brief discussion of having a BBQ and introducing Aleah to the residents. The Executive Director discussed the MassNAHRO Conference at the Sea Crest.

3. Financial Report

- a. The financials of June and July 2024 were reviewed. There was a question about paying for gas utilities, when it was reportedly shut off. Assistant Executive Director and Assistant Director of Facilities to follow up. Board member Deborah A.H. Christen made a motion to approve the June and July 2024 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

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

667-1

Work Order Report:

1. For 667: There was a total of 82 with 57 completed and 25 open. Out of these, 33 were Emergencies and have been completed.
2. For 705: There was a total of 4 with 1 completed and 3 open. Out of these, none were Emergencies.

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

We received 14 Standard Applications (6 Elderly/Young Disabled and 8 Family) between June and July. We have 3,228 Elderly and 7,049 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in June; There were 0 lease-ups and 1 vacancy in July. We are at 97.87% occupancy for Elderly (2 Empty unit – 1 Waiver = 1 Vacancy). We are at 100% occupancy for Family (2 Empty unit – 2 Waiver = 0 Vacancy). Overall occupancy is at 98.04%.

5. **Unfinished Business** – None6. **New Business**

- a. Resolution 2024-8 Lunenburg Housing Authority & Leominster Housing Authority Management Agreement Work Plan Approval. Motion made by Vice Chair to approve the Lunenburg Housing Authority & Leominster Housing Authority Management Agreement Work Plan Approval; Tenant Board Member seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00
- b. EOHLC PHN 2024-8 Amendments to State-Aided Public Housing Lease & Lease Addendum
- c. EOHLC PHN 2024-9 NOFA Local Housing Authority Housing Now Program
- d. EOHLC PHN 2024-10 Changes to Chief Administrative & Financial Officer (CAFO) Program for AUP starting with FYE 2024 & Updates to Performance Management Review (PMR) for 2024 Cycle
- e. EOHLC PHN 2024-11 Replacement Policy for Fossil-Fuel Fire Equipment
- f. EOHLC PHN 2024-12 Cyber Security Alert Protecting your LHA from Active Threat of Cyber Criminals

8. **Motion to Adjourn**

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:41p.m. Board Member Deborah A.H. Christen seconded and with all in favor the meeting was adjourned.