

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

September 19, 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 Locations

1. Meeting Called to Order

- a. Vice Chair Linda McDonald 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, Administrative Assistance/Special Projects Jade Tavares, and Assistant Housing Manager Satellite Locations Jessica Davies. The Vice Chair declared a quorum present and opened the meeting at 2:02p.m.
- b. The minutes of August 15, 2024 were presented. With no discussion, Board Member Deborah A.H. Christen made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director discussed the MassNAHRO Conference at the Sea Crest. Executive Director touched upon maintenance and planning for the winter weather.

3. Financial Report

- a. The financials of August, 2024 were reviewed. Tenant Board Member made a motion to approve the August, 2024 financials as presented; Board Member Deborah A.H. Christen seconded, with all in favor.

4. Administration

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

667-1 Generator – FISH#162040

The project was reopened. We need the new CFA to fund it. That will take three months as of 7/09/24.

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

The project is at substantial completion. The GC needs to test the main switch gear which is scheduled for 9/11/24.

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. HLC needs to assign a designer as of 8/6/24.

Work Order Report:

1. For 667: There was a total of 37 with 26 completed and 11 open. Out of these, 10 were Emergencies and have been completed.
2. For 705: There was a total of 8 with 3 completed and 5 open. Out of these, 1 was an Emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We received 12 Standard Applications (6 Elderly/Young Disabled and 6 Family). We have 3,228 Elderly and 7,049 Family applicants on the waiting list. There were 2 lease-ups and 1 vacancy in August. We are at 97.87% occupancy for Elderly (2 Empty unit – 1 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 98.08%.

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

- a. Resolution 2024-10 Authorizing Signing Certificate of Substantial Completion Federal Pacific Panel and Intercom Replacement Project 162041 Motion made by Treasurer to approve the Signing Certificate of Substantial Completion Federal Pacific Panel and Intercom Replacement Project 162041; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2024-13 budget Guidelines
- b. EOHLC PHN 2014-14 Demographic Reporting
- c. EOHLC PHN 2024-15 689/167 Contract Transition to DocuSign

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H, Christen made a motion to adjourn the meeting 2:22p.m. Vice Chair seconded and with all in favor the meeting was adjourned.