

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

October 17, 2024

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Deborah A.H. Christen, Member

Members Absent:

Wayne Caron, Tenant Board Member
Nicole Waters, Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-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. The Chair declared a quorum present and opened the meeting at 2:01p.m.
- b. The Regular minutes of September 19, 2024, were presented. With no discussion, Vice Chair made a motion to approve the minutes; Board Member Deborah A.H. Christen seconded, with all in favor.
- c. The Special Annual Plan minutes of September 19, 2024, were presented. With no discussion, Vice Chair made a motion to approve the minutes; Board Member Deborah A.H. Christen seconded, with all in favor.

2. Executive Director Report

- a. Executive Director explained the Management Agreement with Warren Housing Authority will be terminated as of 11/30/2024. Executive Director talked about maintenance coverage.

3. Financial Report

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

4. Administration

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

667-1 Generator – FISH#162040

The project was reopened. We were recently refunded and can now move forward again with this project.

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

We are waiting for the test results of the switch gear that was tested 9/11/24.

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

The USPS Lunenburg Postmaster is providing new mailboxes at no cost.

667-1 Site Improvements – FISH#162048

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

667-1 Window Replacement Phase 1 – FISH#162049

HLC is waiting for a fee proposal from a designer as of 10/2/2024.

Work Order Report:

1. For 667: There was a total of 14 with 10 completed and 4 open; none of these were Emergencies.
2. For 705: There was a total of 4 with 0 completed and 4 open; none of these were Emergencies.

b. State-Aided Housing Report – Executive Director

We have 3,403 Elderly and 7,496 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in September. We are at 97.87% occupancy for Elderly (2 Empty unit – 1 Waiver = 1 Vacancy). We are at 80% occupancy for Family (2 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 96.15%.

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

- a. Resolution 2024-11 Affirmative Action Plan. Motion made by Board Member Deborah A.H. Christen to approve the Affirmative Action Plan; Vice Chair seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2024-16 AHA Implementation
- b. EOHLC PHN 2024-17 State Units Federalization Notice of Funding Availability (“NOFA”)

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:36p.m. Vice Chair seconded and with all in favor the meeting was adjourned.