

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

January 23, 2025

Members Present:

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

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Suzanne Bonney, Director of Finance
Jessica Davies, Assistant Housing Manager Satellite Locations

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, 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, Director of Finance Suzanne Bonney, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of October 17, 2024 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director provided an update on the Maintenance personnel.

3. Financial Report

- a. The financials of October and November 2024 were reviewed. It was requested that the print be larger for the Analysis of Nonroutine Expenditures and Credits (p. 10) and to have it broken down by month. Tenant Board Member made a motion to approve the October and November 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

This project is currently bidding. Quotes are due February 7, 2025.

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

This project is complete and ready for the CFC.

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

The designer submitted the schematic design to HLC for review on 1/14/2025.

667-1 Storm Door Replacement – FISH#162055

This is a new project to replace storm doors throughout the development in the amount of \$9,983.

Work Order Report:

1. For 667: There was a total of 11 with 10 completed and 1 open. Out of these, 2 were Emergencies and have been completed.
2. For 705: There were none.

b. State-Aided Housing Report – Executive Director

We have 3,626 Elderly and 8,000 Family applicants on the waiting list. In October, there were 2 lease-ups and 1 vacancy. In November, there was 1 lease-up and 1 vacancy. In December, there were lease-up and no vacancies. We are at 100% occupancy for Elderly (2 Empty unit – 2 Waiver = 0 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 100%.

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

- a. Resolution 2025-1 Federal Pacific Panel CFC Project 162041 Motion made by Treasurer to approve the Federal Pacific Panel CFC Project 162041; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2024-18 Update to Veteran's Preference Screening
- b. EOHLC PHN 2024-19 Update to Performance Management Review (PMR) for 2025 Cycle (FYA 6/30/2025-3/31/2026)
- c. EOHLC PHN 2024-20 Public Housing Innovations 2025 Notice of Funding Availability
- d. EOHLC PHN 2024-21 Notice of Funding Availability Self-Sufficiency Program (SSP) for State-Aided Public Housing and Massachusetts Rental Voucher program (MRVP)
- e. EOHLC PHN 2024-22 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11/17/24 to 11/17/25
- f. EOHLC PHN 2024-23 Aging in Place Turnover Guidelines
- g. EOHLC PHN 2024-24 Recent Legislation: Easier Internet Installation for LHAs
- h. EOHLC PHN 2024-25 Guidance Related to Local Tenant Organizations (LTOs) and Tenant Participation Under 760 CMR 6.09

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:46p.m. Treasurer seconded and with all in favor the meeting was adjourned.