

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING – AMENDED 4/16/2025

131 White Street, Lunenburg, MA

February 20, 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
Evelyn Perez, Director of Housing Management Services
Suzanne Bonney, Director of Finances
Sue Honeycutt, from Fenton, Ewald and Associates PC
Chris 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, Nicole Waters-present, and Deborah A.H. Christen-present. Also present were Executive Director Benjamin Gold, Director of Housing Management Services, Director of Finances Suzanne Bonney, Assistant Director of Facilities Chris Boyer, and Sue Honeycutt from Fenton, Ewald and Associates PC. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of January 23, 2025 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. Executive Director provided an update on Maintenance Personnel.

3. Financial Report

- a. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. The Reserve is at 64.47%. Board Member Deborah A.H. Christen made a motion to approve the Year's End financials as presented; Tenant Board Member seconded, with all in favor.
- b. Sue Honeycutt reviewed the Fiscal Year 2025 Budget. The total revenue is \$365,216 and total expenses are \$479,993, thereby requesting a subsidy of \$145,931. Vice Chair made a motion to approve Operating Budget for State-Aided Housing of Lunenburg Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2025; 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

This project is currently bidding. Quotes are due February 26, 2025.

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 22 with 19 completed and 3 open. Out of these, 9 were Emergencies and have been completed.
2. For 705: There was a total of 1 non-emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We have 3,696 Elderly and 8,187 Family applicants on the waiting list. There were 0 lease-ups and 0 vacancies in January. 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. There was a notice that was sent out to all tenants informing the Tenant Board Seat is open for the term of 5/31/2025-5/31-2028. Tenant Board Member plans on running for the term. Chair informed that his 5 Year Seat is open as of May and will be running again.
- b. Resolution 2025-2 Year-End Financial and Federal State Lead Paint Certification. Motion made by Board Member Deborah A.H. Christen to approve the Year-End Financial and Federal State Lead Paint Certification; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2025-3 FY2025 Budget. Motion made by Vice Chair to approve the FY2025 Budget; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:32p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.