

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

January 18, 2023

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Nicole Waters, Treasurer
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

1. Opportunity for Public Comments – None

2. 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, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00 p.m.
- b. The minutes of November 16, 2023 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Board Member Deborah seconded, with all in favor.

3. Executive Director Report

- a. Executive Director reminded the board of the new Board Member Training and the Ethics Training. Chair talked about his experience taking the new Board Member Training. Executive Director discussed the possibility of needing to change the date of February's meeting due to scheduling conflicts. Executive Director introduced new Assistant Housing Manager Satellite Locations Jessica Davies. Executive Director stated he and Assistant Executive Director will be attending the NERC NAHRO Conference in the first week of February.

4. Financial Report

- a. The financials of November and December, 2023 were not available. The Executive Director explained Fenton, Ewald and Associates, PC is working on the Year Ends, which included these months. Sue Honeycutt will be presenting the financials when it is complete.

5. Administration

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

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

Project is near completion.

Work Order Report:

1. For 667: There was a total of 17 with all completed; out of these, 8 were Emergencies.
2. For 705: There was a total of 7 with 5 completed and 2 open. Out of these, 2 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

In November, we received 15 Standard Applications (9 Elderly/Young Disabled and 6 Family). There was 1 lease-up and 0 vacancies. In December, we received 6 Standard Applications (3 Elderly/Young Disabled and 3 Family). There were 0 lease-ups and vacancies. There are 2,697 Elderly and 5,601 Family applicants on the waiting list. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 100% occupancy for Family (0 Empty unit – 0 Waiver = 0 Vacancy). Overall occupancy is at 100%.

6. Unfinished Business – None

7. New Business

- a. Resolution 2024-1 Lunenburg Walkway Improvement Project CSC and CFC. Motion made by Tenant Board Member to approve the Lunenburg Walkway Improvement Project CSC and CFC; Vice Chair seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Periods 11-17-2023 to 11/17/20
- b. EOHLC PHN 2024-1 Public Comment Period for Promulgation of Amendments to 760 CMR 6.00

9. Motion to Adjourn

There being no further business, Board Member Deborah made a motion to adjourn the meeting at 2:28p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

February 29, 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
Suzanne Bonney, Director of Finance
Sue Honeycutt from Fenton, Ewald and Associates PC

10. Opportunity for Public Comments:

- a. A discussion was held about the laundry machines needing cleaning. Assistant Executive Director to follow up with the Director of Facilities. A tenant asked for an updated list of office hours, as the times listed does not seem to be when Housing Manager Satellite Sites Moe or Assistant Housing Manager Satellite Sites Jessica are there. Executive Director to follow up.

11. Meeting Called to Order

- c. 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, and Administrative Assistance/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Fenton, Ewald and Associates PC Sue Honeycutt. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- d. The minutes of January 18, 2024 were presented. With no discussion, Board Member Deborah A.H. Christen made a motion to approve the minutes; Vice Chair seconded, with all in favor.

12. Executive Director Report

- a. The Executive Director talked about the Board Member Training, which is due by April 28th; the Ethics Training also needs to be completed. The board members can contact Administrative Assistant/Special Project for assistance with both trainings. MassNAHRO Legislative Day will be held on 3/7/2024; if board members would like to attend, they need to inform Administrative Assistant/Special Project in order for them to be signed up. Executive Director will be attending the MassNAHRO Conference in March. Executive Director reviewed the blank lease. Vice Chair's board seat is ending in May; Vice Chair confirmed she will be running for re-election.

13. Financial Report

- b. The financials of November, 2023 were reviewed. Vice Chair made a motion to approve the November, 2023 financials as presented; Tenant Board Member seconded, with all in favor.
- c. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. Sue Honeycutt stated the year's income was greater than expected. Expenses have increased, which is common with all housing authorities this year. The Reserve is 45.63%, which is good. Chair asked about Line 4541 Employee Benefits – GASB75. Sue Honeycutt explained the General Accounting

Board has that line item, along with the Pension line item, as the projected amount. These amounts do not affect the Reserve. Vice Chair made a motion to approve the Year's End financials as presented; Board Member Deborah A.H. Christen seconded, with all in favor.

- d. Sue Honeycutt reviewed the FY2024 Budget. Sue Honeycutt explained the "Per Unit Amounts" have been updated. Maintenance and contract costs have increased, along with property tax and accounting costs. Board Member Deborah A.H. Christen made a motion to approve the Operating Budget for State-Aided Housing of Lunenburg Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2024; Vice Chair seconded, with all in favor.

14. Administration

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

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

Project is near completion.

Work Order Report:

3. For 667: There was a total of 23 with 22 completed and 1 open. Out of these, 10 were Emergencies and have been completed.
4. For 705: There was a total of 2 and completed. Out of these, 1 was an Emergency and was completed.

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

We received 10 Standard Applications (7 Elderly/Young Disabled and 3 Family). We have 2,802 Elderly and 5,752 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in January. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 83.33% occupancy for Family (1 Empty unit – 0 Waiver = 1 Vacancy). Overall occupancy is at 98.15%.

15. Unfinished Business – None

16. New Business

- b. Resolution 2024-2 Year-End Financial and Federal-State Lead Paint Certifications. Motion made by Vice Chair to approve the Year-End Financial and Federal-State Lead Paint Certifications; Board Member Deborah A.H. Christen seconded the motion, with all in favor.
- c. Resolution 2024-3 FY2024. Budget Motion made by Board Member Deborah A.H. Christen to approve the Year-End Financial and Federal-State Lead Paint Certifications; Vice Chair seconded the motion, with all in favor.

17. Other Correspondence

- c. EOHLC PHN 2024-2 Requirement to consult residents when entering into Management Agreements

18. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting 2:37p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

March 21, 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 Sites

19. Opportunity for Public Comments – None

20. Meeting Called to Order

- e. Vice Chair 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, and Administrative Assistance/Special Projects Jade Tavares, and Assistant Housing Manager Satellite Sites Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- f. The minutes of February 29, 2024 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Board Member Deborah A. H. Christen seconded, with all in favor.

21. Executive Director Report

- a. A discussion was held about the Board Member and Ethics Trainings; Administrative Assistant/Special Projects explained the issues with the Board Member training have been resolved and new password created. MassNAHRO Legislative Day, on 3/7, was a success; there will be a Legislative Day at the State House in April. Executive Director and Assistant Executive Director will be attending the MassNAHRO conference 3/24 to 3/26.

22. Financial Report

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

23. Administration**e. Modernization/Work Order Report – Assistant Director****667-1 Intercom System/Federal Pacific Panel Replacement – FISH#162041**

There is a change order in the amount of \$63,662.89 to rewire the feeders to the electric ranges to 4-wire from 3-wire to accommodate the electrical code.

Tenant Board Member stated the company is taking an excessively long time for the project to be completed. Tenant Board Member asked why the company waited, from November 6th (Site Visit) to March, to inform of the wire feeder issue. Tenant Board Member asked if additional labor was included in the change order request; Assistant Executive Director stated he would look into the total breakdown of cost. Tenant Board Member stated the labor for the rewiring should be included in the original bid and not in the Change Order. The board members discussed whether to approve the change order or to wait until next month when they have the clarification on the situation. The board members agreed to conditionally approve the change order and will be based off of the response from the engineer regarding the stated concerns. Assistant Executive Director to follow up.

Work Order Report:

5. For 667: There was a total of 7 with 5 completed and 2 open. Out of these, 4 were Emergencies and have been completed.

f. State-Aided Housing Report – Executive Director

We received 12 Standard Applications (11 Elderly/Young Disabled and 1 Family). We have 2,802 Elderly and 5,750 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in February. We are at 97.92% occupancy for Elderly (1 Empty unit – 0 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 98.11%.

24. Unfinished Business – None**25. New Business**

- d. Resolution 2024-4 RSC Grant Application. Motion made by Treasurer to approve the RSC Grant Application; Tenant Board Member seconded the motion, with all in favor.
- e. Resolution 2024-5 CO1 Federal Pacific Panel Replacement Project 16204. Motion made by Board Member Deborah A. H. Christen to conditionally approve, based off of the response from engineers with the stated board concerns, the CO1 Federal Pacific Panel Replacement Project 16204; Treasurer seconded the motion, with all in favor.

26. Other Correspondence

- a. EOHLIC PHN 2024-3 Updates to Vacant Unit Policies for 2024
- b. EOHLIC PHN 2024-4 Updates to Capital Project Implementation Processes
- c. EOHLIC PHN 2024-5 Mass Housing Partnership (MHP) Expanded Technical Assistance for Vacant Land Development and Public Housing Redevelopment

27. Motion to Adjourn

There being no further business, Board Member Deborah A. H. Christen made a motion to adjourn the meeting 2:36p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on April 25, 2024.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

April 25, 2024

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
Moises Ramos, Housing Manager Satellite Locations
Jessica Davies, Assistant Housing Manager Satellite Locations

28. Meeting Called to Order

- g. Chair Dale Proulx 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, Housing Manager Satellite Locations Moises Ramos, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00 p.m.
- h. The minutes of March 21, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Vice Chair seconded, with all in favor.

29. Executive Director Report

- b. The Executive Director discussed the Open Meeting Law and will provide a document for the Board Members to review at the next board meeting. The Executive Director discussed the Board Member Training, which some of the Board Members accounts were locked; Executive Director to follow up. Administrative Assistant/Special Projects Jade Tavares mailed out a booklet, of the Board Member Training, to each board member to refer to. The Executive Director discussed the Ethics Training and the MassNAHRO Tuition Assistance Program. The Executive Director to attend NERCNAHRO conference in June. The Executive Director talked about management agreements.

30. Financial Report

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

31. Administration**g. Modernization/Work Order Report – Assistant Director****667-1 Intercom System/Federal Pacific Panel Replacement – FISH#162041**

Change order #1 work is underway to change the unit range receptacles to 4-wire. Expected completion is in June, 2024.

The Board Members discussed the project and were satisfied with the update provided. The Board Members officially approved Resolution 2024-5, which was conditionally approved, at the last board meeting on 3/21/2024.

Work Order Report:

6. For 667: There was a total of 13 with 12 completed and 1 open. Out of these, 1 was an Emergency and has been completed.
7. For 705: There was a total of 3 with 2 completed and 1 open. Out of these, 1 was an Emergency and has been completed.

h. State-Aided Housing Report – Executive Director

We received 13 Standard Applications (6 Elderly/Young Disabled and 7 Family). We have 2,955 Elderly and 6,117 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in March. We are at 97.92% occupancy for Elderly (2 Empty unit – 0 Waiver = 2 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 96.23%.

32. Unfinished Business – None**33. New Business – None****34. Other Correspondence – None****35. Motion to Adjourn**

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting 2:25p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

June 13, 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
Moises Ramos, Housing Manager Satellite Locations
Suzanne Bonney, Director of Finance

36. Meeting Called to Order

- i. 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, and Administrative Assistance/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Housing Manager Satellite Location Moises Ramos. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- j. The minutes of April 25, 2024 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

37. Executive Director Report

- b. Board Member and Ethics training was discussed, along with the PMR. Executive Director to attend the NERCNAHRO conference from 6/16-6/18. The Executive Director discussed the need for a new Management Agreement, as the 1-year extension has since expired. All the Board Members agreed with having a new three (3) year contract presented to the board in the next meeting.

38. Financial Report

- g. The financials of April and May, 2024 were reviewed. Deborah A. H. Christen made a motion to approve the April and May, 2024 financials as presented; Vice Chair seconded, with all in favor.

39. Administration

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

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

The project is at substantial completion.

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.

Work Order Report:

8. For 667: There was a total of 25 with 18 completed and 7 open. Out of these, 8 were Emergencies and have been completed.
9. For 705: There was a total of 29 with 19 completed and 10 open. Out of these, 8 were Emergencies.

j. State-Aided Housing Report – Executive Director

We received 8 Standard Applications (5 Elderly/Young Disabled and 3 Family). We have 3,106 Elderly and 6,585 Family applicants on the waiting list. There were 2 lease-ups and 1 vacancy in May. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 80% occupancy for Family (2 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 98.11%.

40. Unfinished Business – None**41. New Business**

- f. Resolution 2024-6 Update Pet Policy. There was a discussion about the Pet Policy. The following amendments were requested by the Board Members: change city to town, remove high rise and garbage shoot. Motion made by Vice Chair to approve the Update Pet Policy as amended; Tenant Board Member seconded the motion, with all in favor.
- g. Resolution 2024-7 Federal Pacific Panel and Installation Project CSC. Motion made by Vice Chair to approve the Federal Pacific Panel and Installation Project CSC; Tenant Board Member seconded the motion, with all in favor.

42. Other Correspondence

- d. EOHLC PHN 2024-6 Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
- e. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00

43. Motion to Adjourn

There being no further business, Deborah A. H. Christen made a motion to adjourn the meeting 2:49p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

June 13, 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
Moises Ramos, Housing Manager Satellite Locations
Suzanne Bonney, Director of Finance

44. Meeting Called to Order

- k. 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, and Administrative Assistance/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Housing Manager Satellite Location Moises Ramos. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- l. The minutes of April 25, 2024 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

45. Executive Director Report

- c. Board Member and Ethics training was discussed, along with the PMR. Executive Director to attend the NERCNAHRO conference from 6/16-6/18. The Executive Director discussed the need for a new Management Agreement, as the 1-year extension has since expired. All the Board Members agreed having a new three (3) year contract presented to the board in the next meeting.

46. Financial Report

- h. The financials of April and May, 2024 were reviewed. Deborah A. H. Christen made a motion to approve the April and May, 2024 financials as presented; Vice Chair seconded, with all in favor.

47. Administration

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

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

The project is at substantial completion.

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.

Work Order Report:

10. For 667: There was a total of 25 with 18 completed and 7 open. Out of these, 8 were Emergencies and have been completed.
11. For 705: There was a total of 29 with 19 completed and 10 open. Out of these, 8 were Emergencies.

1. State-Aided Housing Report – Executive Director

We received 8 Standard Applications (5 Elderly/Young Disabled and 3 Family). We have 3,106 Elderly and 6,585 Family applicants on the waiting list. There were 2 lease-ups and 1 vacancy in May. We are at 100% occupancy for Elderly (0 Empty unit – 0 Waiver = 0 Vacancy). We are at 80% occupancy for Family (2 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 98.11%.

48. Unfinished Business – None**49. New Business**

- h. Resolution 2024-6 Update Pet Policy. There was a discussion about the Pet Policy. The following amendments were requested by the Board Members: change city to town, remove the sentence with high rise and garbage shoot listed. Motion made by Vice Chair to approve the Update Pet Policy as amended; Tenant Board Member seconded the motion, with all in favor.
- i. Resolution 2024-7 Federal Pacific Panel and Installation Project CSC. Motion made by Vice Chair to approve the Federal Pacific Panel and Installation Project CSC; Tenant Board Member seconded the motion, with all in favor.

50. Other Correspondence

- f. EOHLC PHN 2024-6 Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
- g. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00

51. Motion to Adjourn

There being no further business, Deborah A. H. Christen made a motion to adjourn the meeting 2:49p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

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

52. Meeting Called to Order

- m. 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.
- n. 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.

53. Executive Director Report

- d. 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.

54. Financial Report

- i. 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.

55. Administration

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

667-1

Work Order Report:

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

n. **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%.

56. Unfinished Business – None**57. New Business**

- j. 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.

58. 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

59. 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.

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

60. Meeting Called to Order

- o. 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.
- p. 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.

61. Executive Director Report

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

62. Financial Report

- j. 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.

63. Administration

- o. **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:

14. For 667: There was a total of 37 with 26 completed and 11 open. Out of these, 10 were Emergencies and have been completed.
15. 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.

p. 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%.

64. Unfinished Business – None**65. New Business**

- k. 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.

66. Other Correspondence

- h. EOHLC PHN 2024-13 budget Guidelines
- i. EOHLC PHN 2014-14 Demographic Reporting
- j. EOHLC PHN 2024-15 689/167 Contract Transition to DocuSign

67. 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.

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

68. Meeting Called to Order

- q. 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.
- r. 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.
- s. 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.

69. Executive Director Report

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

70. Financial Report

- k. 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.

71. Administration

- q. **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:

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

17. For 705: There was a total of 4 with 0 completed and 4 open; none of these were Emergencies.

r. 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%.

72. Unfinished Business – None**73. New Business**

1. 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.

74. Other Correspondence

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

75. 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.

LUNENBURG HOUSING AUTHORITY MINUTES OF SPECIAL 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

76. Opportunity for Public Comments – None

77. Meeting Called to Order

- t. Vice Chair Linda McDonald asked for a roll call of members 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, and Assistant Housing Manager Satellite Locations Jessica Davies. The Vice Chair declared a quorum present and opened the meeting at 1:32p.m. At 1:45pm, Nicole Waters arrived at the meeting.

78. New Business

- m. Resolution 2024-11 Approval of Annual Plan for Fiscal Year 2025. There was a discussion about the walkway repairs, component replacement (used for vacancy/turnovers), and storm door replacement. Tenant Board Member asked where the money set aside for the tree removal will go, as that project has already been completed. Assistant Executive Director to follow up and provide and update. Vice Chair and Tenant Board Member's terms are incorrect; Assistant Executive Director to correct.
- n. Motion made by Board Member Deborah A.H, Christen to approve the Annual Plan for Fiscal Year 2025; Tenant Board Member seconded the motion, with all in favor.

79. Motion to Adjourn

There being no further business, Board Member Deborah A.H, Christen made a motion to adjourn the meeting 1:49p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.