

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

February 18, 2016

Members Present: Elizabeth Murphy, Chair
Deborah A.H. Christen, Vice Chair
Amaryllis Leet, Member
Paul Doherty, Member

Also Present: Peter Proulx, Secretary
Benjamin Gold, Recording Secretary

Members Absent: Caroline Fortin, Member

Resident Participation prior to meeting:

- Someone donated couch to the Community Room, then Keith was told to remove it. It was there for about two weeks, tenants asked if LHA could purchase furniture? *The E.D. responded LHA could not, but they could through a tenant organization.* The tenant then asked if they could purchase something if the tenants pitched in to pay. *Peter will look into.*
- The box out back with sand is gone. When the snow melts, turns to ice (she parks there). Can the box be put back so they can scoop sand around their cars? *The E.D. responded he will look into, probably with ice melt though, not sand.*
- What is being done about the apples falling to the ground? *The E.D. responded we will resolve that issue in the spring.*

1. The Chair declared a quorum present and opened the meeting at 6:35 p.m.

2. The minutes of the December 17, 2015 meeting were presented. Elizabeth Murphy made a motion to accept the minutes; Deborah Christen seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

- Legislative Day is Wednesday, March 2nd at the State House. A day to meet with the State Reps and Senators; speeches and lunch.
- NAHRO Annual Conference is May 22-25th.
- LHA has been approved for the RCAT by both the LHA Board and DHCD. We are advertising for a Regional Director (who will then hire up to four project managers). The E.D. explained the bill former Governor tried to pass; reducing housing authority regions to six. He gave a breakdown of the contract/program. We hope to have the RCAT Director on board April 1st.

4. Financial Report:

- No report; year-end financials are not in yet. We should have them for the March meeting.
- The January check register was included in board packets.

5. Facilities Report: We had one vacancy the end of January. The E.D. noted that there are tenant comments on staff periodically. Tony Stancato, our Director of Facilities, met with Keith on time management. Keith does a great job otherwise.

6. Old Business: Resolution 201508 Reasonable Accommodation Policy was tabled from the December 2015 meeting,

RESOLUTION TO UPDATE THE EXISTING
REASONABLE ACCOMMODATION POLICY

Resolution 201508

Whereas: The Lunenburg Housing Authority has the need to update the existing reasonable accommodation policy as they are outdated and need revision.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners approve the updated reasonable accommodation policy to be effective immediately (see attached proposed changes).

RESOLVED, Motion made by Deborah Christen to approve the updated reasonable accommodation policy effective immediately.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

7. New Business:

The following resolutions were presented; the E.D. explained both items for the first one.

RESOLUTION FOR CFA AMENDMENT #3 BETWEEN THE LUNENBURG HOUSING
AUTHORITY AND THE DEPARTMENT
OF HOUSING & COMMUNITY DEVELOPMENT FOR
FORMULA FUNDING MASTER CFA – ALL DEVELOPMENTS

WORK PLAN 5001

Resolution 201601

Whereas: The Lunenburg Housing Authority has the need to amend the Contract for Financial Assistance between the Leominster Housing Authority and the Department of Housing and Community Development, and

Whereas: This amendment is to fund the following projects and extends the contract dates of service from June 30, 2017 to June 30, 2018:

Fish #162015 FY18 Formula Funding Award - \$53,088.00

Fish #162018 FY14 Health and Safety adjustment per 10/3/14 letter--(-\$5,400.00)

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$47,688.00 (total contract amount is now \$509,084.00), and

NOW THEREFORE BE IT RESOLVED:

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Standard Contract Amendment Form in conjunction with the projects listed on Amendment #3 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Leominster Housing Authority.

Resolved, Motion made by Deborah A.H. Christen to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the projects listed on Amendment #3 for Capital Improvement Work Plan 5001 currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

Seconded, Paul Doherty seconded the Motion, and the Motion was passed by a unanimous vote.

For the following resolution, the E.D. explained that DHCD is requiring Annual Performance Audits (financial yearly); now, in addition, a program audit as well to include policies up to date, tenant selection, etc. This policy mirrors that of LHA but was changed to reflect one employee (Keith).

RESOLUTION TO UPDATE THE EXISTING PERSONNEL POLICY

Resolution 201602

Whereas: The Lunenburg Housing Authority has the need to periodically update the personnel policy.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners approve the revised personnel policy effective immediately.

RESOLVED, Motion made by Elizabeth Murphy to approve the revised personnel policy effective immediately.

SECONDED, Amaryllis seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION TO ADOPT/UPDATE THE PROCUREMENT POLICY

Resolution 201603

Whereas: The Lunenburg Housing Authority has the need to adopt/update the procurement policy to comply with Massachusetts bidding statutes governing the procurement of supplies and services and design services.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners adopt/update the procurement policy to be effective immediately.

RESOLVED, Motion made by Elizabeth Murphy to adopt/update the procurement policy effective immediately.

SECONDED, Amaryllis Leet seconded the motion, and the motion was passed by a unanimous vote.

For the following resolution, the E.D. reminded the board they approved having 70% of electric costs through net metering. The contract had to be revised to reflect new start date, etc.

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AMENDED SOLAR POWER AND SERVICES AGREEMENT WITH LODESTAR ENERGY FOR NET METERING

Resolution 201604

Whereas: The Lunenburg Housing Authority currently has a service agreement for net metering with LODESTAR Energy entered into on February 7, 2015, and

Whereas: This service agreement needs to be amended with updates to Construction Start Date and Anticipated Commercial Operation Date (Schedule 1), Allocated Percentage (Schedule 3) and Estimated Annual Production (Schedule 4).

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority board authorize the Executive Director to execute the amended solar power and services agreement for net metering with Lodestar Energy.

RESOLVED, Motion made by Deborah Christen to authorize the Executive Director to execute the amended solar power and services agreement for net metering with Lodestar Energy.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

Paul Doherty made a motion to adjourn the meeting at 7:10 p.m. Amaryllis Leet seconded, all were in favor, and the meeting was adjourned.