

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

March 17, 2016

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

Also Present: Benjamin Gold, Asst. Executive Director
 Denise Ivaldi, Recording Secretary
 Sue Honeycutt, Fenton & Ewald

Members Absent: Elizabeth Murphy, Chair

Resident Participation prior to meeting:

- Residents asked if letters could be sent to everyone asking them to slow down (tenants, visitors and workers) and also to have residents pick up after their dogs.
The Asst. Executive Director said he would have a notice sent out covering both issues.

1. The Vice Chair declared a quorum present and opened the meeting at 6:30 p.m.

2. The minutes of the February 18, 2016 meeting were presented. Amaryllis Leet made a motion to accept the minutes; Deborah Christen seconded. All were in favor, the motion passed unanimously.

The Asst. Executive Director introduced Sue Honeycutt from Fenton & Ewald.

- She first went over the year-end statement. Page F2 - Reserves are at \$100,253; too high is not good. Operating Statement – Rental income is better than projected by \$26,000.
- On the January 2016 statement, Page F4 – Septic pumping was moved to utilities to get subsidy. We are over a little in utilities for the first month; will even out.

Caroline Fortin made a motion to accept both the December 2015 year-end and January 2016 financial statements. Paul Doherty seconded and all were in favor.

As this is Amaryllis Leet's last meeting; the Asst. Executive Director presented her with a certificate for her service to the Lunenburg Housing Authority Board for the past five years. The board members thanked her for serving and had some cake.

3. The Executive Director Report:

- NAHRO Annual Conference is May 22-25th.
- Board members were given a separate letter with email addresses and passwords for their housing authority use.
- We have a resolution later for the kitchen modernization bid award.
- We have a resolution later for the year-end certifications.
- We have a resolution later for the Capitalization and Disposition Policy.
- Leominster has hired a Chief Procurement Officer; Adam Gautie.

4. Financial Report:

This was covered at the beginning of the meeting by Sue Honeycutt.

5. Facilities Report:

We will be awarding the kitchen upgrade modernization contract later in the meeting.

6. Old Business: None

7. New Business:

The following resolutions were presented:

RESOLUTION FOR EXECUTION OF DHCD REQUIRED YEAR-END FINANCIAL STATEMENT CERTIFICATIONS

Resolution 201605

Whereas: The Lunenburg Housing Authority has the need to be in compliance with DHCD year-end financial certifications as follows:

1. Year-End Financial Statements Certification (400-1)
2. 400-1 Budget Cert. (Fiscal Year Beginning January 1, 2016)
3. Administrative Fee (Fiscal Year Ending 2015)
4. Schedule of Positions and Compensation

NOW THEREFORE BE IT RESOLVED,

That members of the Lunenburg Housing Authority Board of Commissioners hereby approve the year-end financial statement certifications (listed above) and authorize all Board Members to execute the certifications.

RESOLVED, Motion made by Paul Doherty to certify and execute the year-end financial statement certifications in compliance with the DHCD requirement.

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

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LOWEST BID FOR THE KITCHEN UPGRADES AT THE PEARL BROOK 667-1 ELDERLY DEVELOPMENT

DHCD PROJECT NO. 162019

RESOLUTION 201606

WHEREAS: The Lunenburg Housing Authority has advertised for bids for the kitchen upgrades at the 667-1 elderly development, and

WHEREAS: A bid opening was held on Wednesday, March 2, 2016 and the Authority has received eight (8) bids to complete the work (see attached list), and

WHEREAS: The Architect, Raymond T. Guertin, has reviewed the bid documents, and checked references with favorable feedback, for the lowest bidder, Vareika Construction, Inc., 219 Walnut Street, West Bridgewater, MA, and

WHEREAS: pending Board vote, DHCD has authorized the Authority to award the construction contract to Vareika Construction, Inc., 219 Walnut Street, West Bridgewater, MA in the amount of **\$120,000.00**.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority authorize the Executive Director or Chairman to award the contract to the lowest responsible bidder, Vareika Construction, Inc., 219 Walnut Street, West Bridgewater, MA in the amount of **\$120,000.00**.

This vote shall further authorize the Executive Director and/or Chairman to enter into the contract in connection with this bid.

RESOLVED, Motion made by Deborah A.H. Christen to award the bid for the kitchen upgrades at the 667-1 elderly development to the lowest bidder.

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

RESOLUTION TO ADOPT A CAPITALIZATION
AND DISPOSITION POLICY

Resolution 201607

Whereas: The Lunenburg Housing Authority has the need to adopt a Capitalization and Disposition policy to comply with the U.S. Department of Housing and Urban Development's (HUD) Annual Contribution Contract (ACC), HUD Handbook 7475.1 "Financial Management Handbook" and the Executive Office of Communities and Development's "Accounting Manual for State-Aided Housing." The policy will be effective for all programs in accordance with the Generally Accepted Accounting Principles (GAAP).

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners approve the Capitalization and Disposition policy to be effective immediately.

RESOLVED, Motion made by Paul Doherty to approve the Capitalization and Disposition policy effective immediately.

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

Amaryllis Leet made a motion to adjourn the meeting at 7:00 p.m. Paul Doherty seconded, all were in favor, and the meeting was adjourned.