

**LUNENBURG HOUSING AUTHORITY**  
**MINUTES OF THE MONTHLY MEETING**

May 26, 2016

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

Also Present: Peter Proulx, Executive Director  
Benjamin Gold, Asst. Executive Director  
Denise Ivaldi, Recording Secretary

Members Absent: Paul Doherty, Member

Resident Participation prior to meeting:

- Handicap unit – kids playing in the pits; doesn't feel safe.
- Chairs in the courtyard area are falling apart; can they be replaced.
- Can they have flowers for the outside barrels?
- Outside benches should be power washed or painted; causing slivers.
- When is the kitchen upgrade being done and what do tenants need to do.
- Individuals in Bldg G are having pot parties and it comes in the windows; they're smoking inside. Resident has called Evelyn.
- Resident in K-4 has concerns with kids out of school. A teen and four young children were throwing a knife into the ground. They go into the woods and throw boulders against boulders. They have all night parties.
- Resident stated that a pit bull ran at her three weeks ago with no collar or leash. *The E.D. replied that residents should call the office/Evelyn with issues; they should not wait for the board meetings. He added he would check on ordinances/lease.*
- Resident wants to use her grill for the common area; the one there is no good. *The E.D. asked the resident to send a photo to Evelyn.*
- Residents thanked the board for coming and listening to them. They also thanked the board for letting them live there.

1. The Chair declared a quorum present and opened the meeting at 6:50 p.m.

The Executive Director noted that as this was the Annual Meeting, we would have the Election of Officers. He opened the floor to nominations.

Deborah Christen nominated Elizabeth Murphy as Chair, Caroline Fortin seconded. All were in favor. Deborah Christen then nominated Paul Doherty as Vice Chair; Elizabeth Murphy seconded. All were in favor. The Executive Director turned the meeting back over to the Chair.

2. The minutes of the March 17, 2016 meeting were presented. Caroline Fortin made a motion to accept the minutes; Deborah Christen seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

- Board member emails should be in place; Denise will resend letter/password to board members who need it.
- Board members should take the Online Ethics Conflict of Interest Training as it's required every two years. Send the completed certificates to Ben.
- There are no new items for Leominster, Lunenburg or Sterling issues.

4. Financial Report:

- Page 2 – Reserves are at 68.22%; this is healthy, we are in good shape.
- Page 3 – We are ahead of budget in revenue by \$10,692. Below budget for utilities by \$10,000. We are ahead of budget in total by \$6,303.
- Elizabeth Murphy made a motion to accept the April financial statement. Caroline Fortin seconded; all were in favor.

5. Facilities Report:

- Work orders – 11, most completed within 24 hours.
- Kitchen upgrade to begin next month.
- Bathroom GFCI – specifications written, going out to bid soon.

6. Old Business: None

7. New Business:

The following resolutions were presented:

RESOLUTION FOR ACCOUNTING SERVICES

Resolution 201608

Whereas: The Lunenburg Housing Authority requires a fee accountant to assist the agency in maintaining compliance with both State and Federal financial requirements and,

Whereas: The Lunenburg Housing Authority has used the firm of Fenton, Ewald & Associates, P.C. for a number of years and,

Whereas: The Lunenburg Housing Authority is satisfied with the performance of Fenton, Ewald & Associates, P.C.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority enter into a contract for Accounting services with Fenton, Ewald & Associates, P.C. for the period January 1, 2016 through December 31, 2016.

RESOLVED, Motion made by Deborah A.H. Christen to enter into contract for accounting services.

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

The following resolution was accepted as amended with the charge for refrigerators and smoke detectors.

**RESOLUTION TO ALLOW THE LUNENBURG HOUSING AUTHORITY TO REVISE THE REPLACEMENT FEES FOR MOVE-OUTS AND VANDALISM (AND COSTS FOR LIGHTS BULBS, ETC.)**

**Resolution 201609**

**Whereas:** The authority has an obligation to recover the costs for damages and other maintenance related charges as a result of move-outs or vandalism and the cost of replacement light bulbs, etc.

**NOW THEREFORE BE IT RESOLVED,**

That the attached list of fees is revised to meet the current costs associated with damages and other maintenance related charges as a result of move-outs or vandalism.

**RESOLVED,** Motion made by Elizabeth Murphy to allow the Lunenburg Housing Authority to revise the maintenance fee schedule.

**SECONDED,** Linda McDonald seconded the motion, and the motion was passed.

The board members were given a copy of the quarterly newsletter with seasonal information for the residents.

Elizabeth Murphy made a motion to adjourn the meeting at 7:30 p.m. Caroline Fortin seconded, all were in favor, and the meeting was adjourned.