

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

July 21, 2016

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Vice Chair
Deborah A.H. Christen, Member
Caroline Fortin, Member
Linda McDonald, Member

Also Present: Peter Proulx, Executive Director
Denise Ivaldi, Recording Secretary

Resident Participation prior to meeting:

- Resident said they had made a request about replacing the outside plastic chairs; said Tony had said they could.
- Resident asked if ceiling fans were allowed. *The E.D. replied the Fire Code says no.*
- Residents said they were happy with the new kitchen updates.

The board asked if there were any photos of the kitchen updates. The E.D. said he would bring some photos to the next board meeting.

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

2. The minutes of the May 26, 2016 meeting were presented. Paul Doherty asked how many of the resident comments were addressed from the last meeting specifically: 1. The kids playing near the handicapped units; the E.D. said he met with the elderly tenants. One solution is to install a chain link fence with plantings. He will also work with the families; maybe clear an area for the kids. 2. Outside chairs and pots with flowers; we are working on this. 3. Was the pit bull issue addressed; the dog belonged to a visitor. 4. Resident replacing outside grill with her own; as far as the E.D. knew, the resident had not contacted Evelyn yet with photo.

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:

- Board member training session in Leominster on July 27th is full. There are other sessions open. The board asked if there were sessions at different times of the year; as opposed to during the summer months.
- RCAT Advisory Board nominations. Leominster is host agency for sixty three (63) housing authorities. The Advisory Board will be comprised of 11 members; one appointed by the E.D., one by DHCD and nine (9) elected members. The board will meet quarterly; the first meeting will be in Leominster; then unsure. The board will have no voting power, no signatures required and no authority. Let the E.D. know if interested in being nominated by August 1st.

- We will be installing a 260 foot long fence between the elderly and family complexes. Caroline Fortin asked if shrubbery had been considered. The E.D. replied that it was more expensive for mature trees.

Paul Doherty noted that he would like to see the back patio redone. The E.D. stated it was being looked into. A short discussion followed on replacing the existing patio with a deck (more maintenance needed) versus redoing the existing patio.

- The E.D. will be on vacation September 19-30. The regular scheduled meeting would be during that time (September 22nd). The E.D. added that we will need to meet in August for close-out documents for the kitchen upgrade; most likely will not need to meet in September.

4. Financial Report:

- Page 2 – Reserves are over 65%.
- Page 3 – We are ahead of budget by \$4,442.

Paul Doherty made a motion to accept the June financial statement. Caroline Fortin seconded; all were in favor.

The E.D. informed the board that the Sterling Housing Authority purchased a new tractor. The Sterling board voted to donate the old tractor to the Lunenburg Housing Authority. The E.D. added that we will look at the existing maintenance shed; possibly purchase a new one. The board was appreciative of Sterling's

5. Modernization Report:

- New format; Facilities Report is now the Modernization Report and will cover updates for all four housing authorities.
- Kitchen upgrade modernization was completed in seven (7) days.
- GFCI (new outlet) is out to bid.

6. State-Aided Housing Report:

- This is a new item on the agenda.
- We are 100% occupied.
- One family moved out in June.
- We currently have seventy-five (75) elderly and seventy-two (72) family applications on the waiting list.

7. Old Business: None

8. New Business:

The following resolution were presented:

RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER ONE FOR THE KITCHEN CABINET MODERNIZATION AT
THE 667-1 PEARL BROOK
ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162019

Resolution 201610

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number One in conjunction with the kitchen cabinet modernization at the 667-1 Pearl Brook elderly development and,

Whereas: The contractor has submitted a price proposal for the removal and disposal of asbestos containing kitchen sinks at 41 apartments and a time extension request of 30 days due to delays for testing and additional time to complete the asbestos abatement work and,

Whereas: This Change Order Number One will increase the original contract sum of \$120,000.00 to \$130,996.00 (**an increase of \$10,996.00**) and extend the original completion date of July 1, 2016 to July 31, 2016 and,

Whereas: The Architect, Raymond T. Guertin, believes the additional cost and time extension request appears reasonable and recommends approval and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Executive Director, or designee, to sign the Change Order Number One for the kitchen cabinet modernization at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Elizabeth Murphy to authorize the signing of the Change Order Number One in conjunction with the kitchen cabinet modernization at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

SECONDED, Paul Doherty seconded the motion, and the motion was passed unanimously.

Caroline Fortin asked if the apartments were ever tested for asbestos. The E.D. replied that prior to any work, testing is done (walls, flooring, etc.). Caroline asked if the apartments were inspected for lead paint. The E.D. replied that the family units were built in the 1980's. The elderly did not require previously. The housing authority now watches/takes inventory on peeling.

Deborah Christen made a motion to adjourn the meeting at 7:10 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.