

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

**December 17, 2015**

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

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

Members Absent: Caroline Fortin, Member  
Paul Doherty, Member

Resident Participation prior to meeting:

- Snow parking meeting next Wednesday.
- When will leaves be cleaned up? Leaves blown to side in pile, not being picked up.
- Dog poop not being picked up. *Evelyn to address.*
- Housing behind Lunenburg H.A. has furniture stored on premises.
- Back side of community room stairs broken; bricks falling.
- Tenant parking sign missing, not put back in ground.
- Board on Electrical Room sticks out posing safety hazard.
- Gas leaks.

1. The Chair declared a quorum present and opened the meeting at 6:36 p.m.

2. The minutes of the October 22, 2015 meeting were presented. Deborah Christen made a motion to accept the minutes; Amaryllis Leet seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

- Master Lock issue; will go through keys tomorrow. Will go through whole system if need be.
- Offices closed December 24<sup>th</sup> and 25<sup>th</sup>; closed afternoon of December 30<sup>th</sup>.

4. Financial Report:

- Page F2 – reserves above 75%; very good condition.
- Page F3 – We are \$24,000 to the good
- Utilities shouldn't rise in December.
- Small subsidy this year for computer system and roof snow removal.

Elizabeth Murphy made a motion to accept the financials. Deborah Christen seconded; all were in favor.

5. Facilities Report:  
No vacancies.

6. Old Business – None

7. New Business:

The following resolutions were presented:

**RESOLUTION TO APPROVE THE APPLICATION FOR  
CAPITAL IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

**Resolution 201506**

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Lunenburg Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the year 2016 and,

Whereas: A meeting was held with the tenants on January 6, 2015 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Lunenburg Housing Authority Board of Commissioners have reviewed and approved the Capital Improvement Plan (CIP) Formula Funding for year 2016 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Elizabeth Murphy to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Deborah A.H. Christen seconded the motion, and the motion was passed by a unanimous vote.

There was some discussion on lead compliance certificates and our responsibility for lead paint certification. We would have to do necessary testing if we thought there was lead paint.

**RESOLUTION FOR CERTIFICATION OF 2015 COMPLIANCE  
WITH NOTIFICATION PROCEDURES FOR FEDERAL  
AND STATE LEAD PAINT LAWS**

**Resolution 201507**

Whereas: The Lunenburg Housing Authority has the need to be in compliance with notification procedures for Federal and State lead paint laws as follows:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F “*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale of Lease of Residential Property*”,
2. Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation*”, and
4. Massachusetts Division of Occupational Safety De-leading and Lead-Safe Renovation Regulations at 454 CMR 22.00.

Whereas: The Lunenburg Housing Authority is maintaining proper record-keeping related to such requirements.

Whereas: DHCD has mandated that housing authority boards certify the compliance.

NOW THEREFORE BE IT RESOLVED,

That members of the Lunenburg Housing Authority Board of Commissioners certify that the Lunenburg Housing Authority is in compliance with notification procedures mentioned above and that the Lunenburg Housing Authority is maintaining proper record-keeping related to such requirements for year 2015.

Resolved, Motion made by Deborah A.H. Christen for certification of compliance with the notification procedures for Federal and State Lead Paint Laws.

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

Resolution 201508, Update the Existing Reasonable Accommodation Policy, was tabled until the next meeting.

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