

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

January 23, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Nicole Waters, Treasurer
Deborah A.H. Christen

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Suzanne Bonney, Director of Finance
Jessica Davies, Assistant Housing Manager Satellite Locations

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, Wayne Caron-present, Nicole Waters-present, and Deborah A.H. Christen-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Assistant Housing Manager Satellite Locations Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of October 17, 2024 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director provided an update on the Maintenance personnel.

3. Financial Report

- a. The financials of October and November 2024 were reviewed. It was requested that the print be larger for the Analysis of Nonroutine Expenditures and Credits (p. 10) and to have it broken done by month. Tenant Board Member made a motion to approve the October and November 2024 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

- a. **Modernization/Work Order Report** – Assistant Director

667-1 Generator – FISH#162040

This project is currently bidding. Quotes are due February 7, 2025.

667-1 Intercom System/Federal Pacific Panel Replacement – FISH#162041

This project is complete and ready for the CFC.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The designer submitted the schematic design to HLC for review on 1/14/2025.

667-1 Storm Door Replacement – FISH#162055

This is a new project to replace storm doors throughout the development in the amount of \$9,983.

Work Order Report:

1. For 667: There was a total of 11 with 10 completed and 1 open. Out of these, 2 were Emergencies and have been completed.
2. For 705: There were none.

b. State-Aided Housing Report – Executive Director

We have 3,626 Elderly and 8,000 Family applicants on the waiting list. In October, there were 2 lease-ups and 1 vacancy. In November, there was 1 lease-up and 1 vacancy. In December, there were lease-up and no vacancies. We are at 100% occupancy for Elderly (2 Empty unit – 2 Waiver = 0 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 100%.

5. Unfinished Business – None**6. New Business**

- a. Resolution 2025-1 Federal Pacific Panel CFC Project 162041 Motion made by Treasurer to approve the Federal Pacific Panel CFC Project 162041; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2024-18 Update to Veteran’s Preference Screening
- b. EOHLC PHN 2024-19 Update to Performance Management Review (PMR) for 2025 Cycle (FYA 6/30/2025-3/31/2026)
- c. EOHLC PHN 2024-20 Public Housing Innovations 2025 Notice of Funding Availability
- d. EOHLC PHN 2024-21 Notice of Funding Availability Self-Sufficiency Program (SSP) for State-Aided Public Housing and Massachusetts Rental Voucher program (MRVP)
- e. EOHLC PHN 2024-22 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11/17/24 to 11/17/25
- f. EOHLC PHN 2024-23 Aging in Place Turnover Guidelines
- g. EOHLC PHN 2024-24 Recent Legislation: Easier Internet Installation for LHAs
- h. EOHLC PHN 2024-25 Guidance Related to Local Tenant Organizations (LTOs) and Tenant Participation Under 760 CMR 6.09

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:46p.m. Treasurer seconded and with all in favor the meeting was adjourned.

**LUNENBURG HOUSING AUTHORITY
MINUTES OF REGULAR MEETING – AMENDED 4/16/2025**

131 White Street, Lunenburg, MA

February 20, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Nicole Waters, Treasurer
Deborah A.H. Christen

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Evelyn Perez, Director of Housing Management Services
Suzanne Bonney, Director of Finances
Sue Honeycutt, from Fenton, Ewald and Associates PC
Chris Boyer, Assistant Director of Facilities

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, Wayne Caron-present, Nicole Waters-present, and Deborah A.H. Christen-present. Also present were Executive Director Benjamin Gold, Director of Housing Management Services, Director of Finances Suzanne Bonney, Assistant Director of Facilities Chris Boyer, and Sue Honeycutt from Fenton, Ewald and Associates PC. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of January 23, 2025 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

2. Executive Director Report

- a. Executive Director provided an update on Maintenance Personnel.

3. Financial Report

- a. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. The Reserve is at 64.47%. Board Member Deborah A.H. Christen made a motion to approve the Year's End financials as presented; Tenant Board Member seconded, with all in favor.
- b. Sue Honeycutt reviewed the Fiscal Year 2025 Budget. The total revenue is \$365,216 and total expenses are \$479,993, thereby requesting a subsidy of \$145,931. Vice Chair made a motion to approve Operating Budget for State-Aided Housing of Lunenburg Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2025; Board Member Deborah A.H. Christen seconded, with all in favor.

4. Administration

- a. **Modernization/Work Order Report** – Assistant Director

667-1 Generator – FISH#162040

This project is currently bidding. Quotes are due February 26, 2025.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The designer submitted the schematic design to HLC for review on 1/14/2025.

667-1 Storm Door Replacement – FISH#162055

This is a new project to replace storm doors throughout the development in the amount of \$9,983.

Work Order Report:

1. For 667: There was a total of 22 with 19 completed and 3 open. Out of these, 9 were Emergencies and have been completed.
2. For 705: There was a total of 1 non-emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We have 3,696 Elderly and 8,187 Family applicants on the waiting list. There were 0 lease-ups and 0 vacancies in January. We are at 100% occupancy for Elderly (2 Empty unit – 2 Waiver = 0 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 100%.

5. Unfinished Business – None**6. New Business**

- a. There was a notice that was sent out to all tenants informing the Tenant Board Seat is open for the term of 5/31/2025-5/31-2028. Tenant Board Member plans on running for the term. Chair informed that his 5 Year Seat is open as of May and will be running again.
- b. Resolution 2025-2 Year-End Financial and Federal State Lead Paint Certification. Motion made by Board Member Deborah A.H. Christen to approve the Year-End Financial and Federal State Lead Paint Certification; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2025-3 FY2025 Budget. Motion made by Vice Chair to approve the FY2025 Budget; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:32p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

April 17, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Deborah A.H. Christen

Members Absent:

Nicole Waters, Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, Wayne Caron-present, and Deborah A.H. Christen-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistance/Special Projects Jade Tavares. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of February 20, 2025 were presented. The minutes incorrectly listed Chair as the State Appointee; Deborah A.H. Christen is the State Appointee. The Chair's seat is up for election and is a 5-year term. Deborah A.H. Christen made a motion to approve the minutes as amended; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director discussed the Resident Coffee and Donut Event that went well. Executive Director talked about the CFA award.

3. Financial Report

- a. The financials of January, February and March 2025 were reviewed. Vice Chair made a motion to approve the January, February and March 2025 financials as presented; Tenant Board Member seconded, with all in favor.

4. Administration

- a. **Modernization/Work Order Report** – Assistant Director

Modernization Report

667-1 Generator – FISH#162040

We received 1 quote in the amount of \$38,500, which is more than we expected. The problem is that the site itself is supported by a 3-phase electrical panel. That requires a 3-phase supported generator which costs more than a 2-phase generator. We can wire a for a 2-phase generator; however, we will be limited to our power in the event of a power failure. We will

not be able to run the stove with a 2-phase generator. The community room will still have heat, lighting, and charging capability for cell phones, batteries, etc.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The contractor is working on the construction documents. They are scheduled to be completed by 4/25/25. Once complete, we can bid.

667-1 Storm Door Replacement – FISH#162055

This is a new project to replace storm doors throughout the development in the amount of \$9,983.

Work Order Report:

1. For 667: There was a total of 13 with 11 completed and 2 open. Out of these, 5 were Emergencies and have been completed.
2. For 705: There was a total of 2 with 1 completed and 1 open; neither of these were Emergencies.

b. State-Aided Housing Report – Executive Director

We have 3,817 Elderly and 8,496 Family applicants on the waiting list. There was 1 lease-up and 2 vacancies in March. We are at 97.92% occupancy for Elderly (1 Empty unit – 0 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 98.11%.

5. Unfinished Business – None

6. New Business

- a. Resolution 2025-4 Accounting Services Contract. Motion made by Deborah A.H. Christen to approve the Accounting Services Contract; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA
- c. EOHLC PHN 2025-3 Amended Housing Situation Priority Policy for CSO
- d. EOHLC PHN 2025-4 SS Fairness Act

8. Motion to Adjourn

There being no further business, Deborah A.H. Christen made a motion to adjourn the meeting at 2:30p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

June 26, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Deborah A.H. Christen

Members Absent:

Nicole Waters, Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Cathy Santiago, Director of Housing Management Services
Aleah Davis, Resident Service Coordinator
Shane Parsons, Director of Facilities
Moises Ramos, Housing Manager Satellite Locations
Jessica Davies, Admissions Manager/SHA Manager

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, Wayne Caron-present, and Deborah A.H. Christen-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, Director of Housing Management Services Cathy Santiago, Resident Service Coordinator Aleah Davis, Director of Facilities Shane Parsons, Housing Manager Satellite Locations Moises Ramos, and Admissions Manager/SHA Manager Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:01p.m.
- b. The minutes of April 17, 2025 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

2. Executive Director Report

- a. Executive Director discussed the personnel changes, as Evelyn Perez and Gerson Cintron left for new opportunities. Executive Director introduced Cathy Santiago as the new Director of Housing Management Services and Shane Parsons is the new Director of Facilities. Jessica Davies is the new Admissions Manager/Sterling Housing Authority Manager. Executive Director discussed the Election of Officers; the board members decided to wait until the next board meeting. Executive Director discussed the Sea Crest. Chair and Vice Chair stated they would like to attend; Administrative Assistance/Special Projects to sign them up. Tenant Board Member stated he will think about attending and would let Administrative Assistance/Special Projects know.

3. **Financial Report**

- a. The financials of April and May 2025 were reviewed. Tenant Board Member made a motion to approve the April and May 2025 financials as presented; Vice Chair seconded, with all in favor.

4. **Administration**

- a. **Modernization/Work Order Report** – Assistant Director

667-1 Generator – FISH#162040

We are working on new quotes after discussion about going from a 3-phase to 2-phase generator.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The mock-up windows are on order. Once received, we will do a mock-up installation.

667-1 Storm Door Replacement – FISH#162055

Project complete.

Work Order Report:

1. For 667: There was a total of 20 with 15 completed and 5 open. Out of these, 3 were Emergencies and have been completed.
2. For 705: There was a total of 4 with 3 completed and 1 open. Out of these, 1 was an Emergencies and was completed.

- b. **State-Aided Housing Report** – Executive Director

We have 3,869 Elderly/Young Disabled and 8,676 Family applicants on the waiting list.

There was 1 lease-up and 1 vacancy in April. We are at 97.87% occupancy for Elderly (1

Empty unit – 0 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 98.08%.

5. **Unfinished Business** – None

6. **New Business**

- a. Resolution 2025-5 Approval of Third Signatory to execute CFAs on Behalf of Board Members. Motion made by Tenant Board Member to approve Vice Chair Linda McDonald as the Third Signatory to execute CFAs on Behalf of Board Members; Chair seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2025-5 Revised Incomes Limits for Admission & FMR for Continued Occupancy
- b. EOHLC PHN 2025-6 Preventative Maintenance Planning Year Criteria

8. **Motion to Adjourn**

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:35p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

August 21, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member

Members Absent:

Nicole Waters, Treasurer
Deborah A.H. Christen, Member

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Cathy Santiago, Director of Housing Management Services
Moises Ramos, Housing Manager Satellite Locations
Jessica Davies, Admissions Manager/SHA Manager

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, and Wayne Caron-present. Also present, were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistance/Special Projects Jade Tavares, Director of Housing Management Services Cathy Santiago, Housing Manager Satellite Locations Moises Ramos, and Admissions Manager/SHA Manager Jessica Davies. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of June 26, 2025 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; Vice Chair seconded, with all in favor.

2. Executive Director Report

- a. Executive Director informed the board members that the Maintenance staff is leaving in September; the job description has been posted. The MassNAHRO conference agenda was handed out and discussed.

3. Financial Report

- a. The financials of June 2025 were reviewed. Tenant Board Member made a motion to approve the June 2025 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

- a. **Modernization/Work Order Report** – Assistant Director

667-1 Railing Replacement – FISH#305064

Project is complete.

667-1 Intercom Repairs – FISH#305065

This is a project to repair various components of the door entry intercom system in the amount of \$8,200. Repairs will be made on an as-needed basis throughout the year.

Exterior Building Lighting Upgrades – FISH#305067

This is a project for various exterior lightning upgrades in the amount of \$9,999. We placed an order for new light pole heads. Once received, we are going to have our electrical install them.

Work Order Report:

1. For 667: There was a total of 20 with 13 completed and 7 open. Out of these, 3 were Emergencies and have been completed.
2. For 705: There was a total of 2 with 1 completed and 1 open; none of these were Emergencies.

b. State-Aided Housing Report – Executive Director

In June, there were no lease-ups and 6 vacancies. In July, there was one lease up and 7 vacancies. We are at 100% occupancy for Elderly (6 Empty unit – 6 Waiver = 0 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 100%.

5. Unfinished Business – None

6. New Business

- a. Resolution 2025-6 Wage Match for State Housing Program Tenants. Motion made by Vice Chair to approve the Wage Match for State Housing Program Tenants; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-7 Vacancy Initiative 2.0
- b. EOHLC PHN 2025-8 American Resolution 250th Anniversary Celebration Funding
- c. EOHLC PHN 2025-9 Annual Plan Update
- d. EOHLC PHN 2025-10 Mandatory Data Reporting

8. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting at 2:31p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF ANNUAL MEETING

131 White Street, Lunenburg, MA

October 16, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Deborah A.H. Christen, Member

Members Absent:

Nicole Waters, Treasurer
Wayne Caron, Tenant Board Member

Also Present:

Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Suzanne Bonney, Director of Finance
Moises Ramos, Housing Manager Satellite Locations

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, and Deborah A.H. Christen-present. Also present were Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Housing Manager Satellite Locations Moises Ramos. The Chair declared a quorum present and opened the meeting at 1:30p.m.
- b. There was a discussion of the Annual Plan:
 - a. Tenant stated she is happy with the new windows.
 - b. There will be “parcel boxes” installed once the intercom project is finished.
 - c. Turnover expenses
 - d. The existing maintenance plan is working well.
 - e. Policies are up to date.
 - f. There were questions about the proposed Annual Plan Budget from the board. Assistant Executive Director to follow up.

2. New Business

- a. Resolution 2025-7 Approval of Annual Plan for Fiscal Year 2026. Motion made by Vice Chair to “attentively” approve the Annual Plan for Fiscal Year 2026. The Board Members requested Assistant Executive Director to follow up with Finance for clarification, which will be presented at the next board meeting. Board Member Deborah A.H. Christen seconded the motion, with all in favor.

3. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 1:56p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

October 16, 2025

Members Present:

Dale Proulx, Chair
Linda McDonald, Vice Chair
Deborah A.H. Christen, Member

Members Absent:

Nicole Waters, Treasurer
Wayne Caron, Tenant Board Member

Also Present:

Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Suzanne Bonney, Director of Finance
Moises Ramos, Housing Manager Satellite Locations

1. Meeting Called to Order

- a. Chair Dale Proulx asked for a roll call of members present: Dale Proulx-present, Linda McDonald-present, and Deborah A.H. Christen-present. Also present were Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Housing Manager Satellite Locations Moises Ramos. The Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The minutes of August 21, 2025 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Board Member Deborah A.H. Christen seconded, with all in favor.

2. Executive Director Report

- a. Assistant Executive Director Adam Gautie provided an update on maintenance.

3. Financial Report

- a. The financials of July and August 2025 were reviewed. Board Member Deborah A.H. Christen made a motion to approve the July and August 2025 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

- a. **Modernization/Work Order Report** – Assistant Director

667-1 Generator – FISH#162040

We are working on new quotes after discussion about going from a 3-phase to 2-phase generator.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The mock-up windows were installed.

Work Order Report:

1. For 667: There was a total of 24 with 20 completed and 4 open. Out of these, 6 were Emergencies and have been completed.
2. For 705: There was a total of 5 with 2 completed and 3 open. Out of these, 1 was an Emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We have 4,347 Elderly and 9,410 Family applicants on the waiting list. There were 0 lease-ups and 1 vacancy in September. We are at 97.78% occupancy for Elderly (1 Empty unit – 0 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 0 Vacancy). Overall occupancy is at 97.78%.

5. Unfinished Business – None**6. New Business**

- a. Resolution 2025-8 Approval of Affirmative Action Plan. Motion made by Vice Chair to approve the Affirmative Action Plan; Board Member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-11 FY2026 Budget Guidelines
- b. EOHLC PHN 2025-12 Seeking Pre-Qualified Candidates to Serve as Chief Administrative and Financial Officer (CAFO)
- c. EOHLC PHN 2025-13 Amendments to 760 CMR 5.00

8. Motion to Adjourn

There being no further business, Board Member Deborah A.H. Christen made a motion to adjourn the meeting at 2:22p.m. Vice Chair seconded and with all in favor the meeting was adjourned.

LUNENBURG HOUSING AUTHORITY MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

November 20, 2025

Members Present:

Linda McDonald, Vice Chair
Wayne Caron, Tenant Board Member
Deborah A.H. Christen

Members Absent:

Dale Proulx, Chair
Nicole Waters, Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Suzanne Bonney, Director of Finance
Chris Boyer, Director of Modernization
Catherine Santiago, Director of Housing Management Services

1. Meeting Called to Order

- a. Vice Chair Linda McDonald asked for a roll call of members present: Linda McDonald-present, Wayne Caron-present, and Deborah A.H. Christen-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, Director of Modernization Chris Boyer, and Director of Housing Management Services Catherine Santiago. The Vice Chair declared a quorum present and opened the meeting at 2:00p.m.
- b. The Annual Plan minutes of November 16, 2025 were presented. With no discussion, board member Deborah A.H. Christen made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- c. The Regular minutes of November 16, 2025 were presented. With no discussion, Tenant Board Member made a motion to approve the minutes; board member Deborah A.H. Christen seconded, with all in favor.

2. Executive Director Report

- a. Executive Director stated interviews for the maintenance position are ongoing. Director of Facilities Shane Parsons will be leaving on Wednesday (11/26); interviews are being held for the position.

3. Financial Report

- a. The financials of September 2025 were reviewed. Tenant Board Member made a motion to approve the 2025 financials as presented; board member Deborah A.H. Christen seconded, with all in favor. The financials for October will be ready by the next board meeting.

4. Administration**a. Modernization/Work Order Report – Assistant Director****667-1 Generator – FISH#162040**

Quotes are out and are due 12/10/25.

667-1 Site Improvements – FISH#162048

This is a project for various improvements that may be needed in the amount of \$9,881.

667-1 Window Replacement Phase 1 – FISH#162049

The mock-up installation is complete. We are now coordinating an installation schedule with the contractor as of 11/12/2025.

Work Order Report:

1. For 667: There was a total of 24 with 20 completed and 4 open. Out of these, 16 were Emergencies and have been completed.
2. For 705: There was a total of 8 with 3 completed and 5 open. Out of these, 1 was an Emergency and has been completed.

b. State-Aided Housing Report – Executive Director

We have 4,339 Elderly and 9,410 Family applicants on the waiting list. There was 1 lease-up and 1 vacancy in September. We are at 97.83% occupancy for Elderly (3 Empty unit – 2 Waiver = 1 Vacancy). We are at 80% occupancy for Family (2 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 96.08%.

There was a discussion about the EOHLC Initiative for Unit Vacancy Turnover, where the Worcester Housing Authority, could come out to complete the task for the Lunenburg Housing Authority. This would be a temporary situation. The board members were open to the idea. Executive Director to follow up with WHA Executive Director.

5. Unfinished Business – None**6. New Business**

- a. Resolution 2025-9 Approval of Budget Revision. Director of Finance discussed the reasons for the Budget Revision. Motion made by Tenant Board Member to approve the Budget Revision; board member Deborah A.H. Christen seconded the motion, with all in favor.

7. Other Correspondence – None**8. Motion to Adjourn**

There being no further business, board member Deborah A.H. Christen made a motion to adjourn the meeting at 2:29p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.