

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.