

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.