

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.