LUNENBURG HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

June 25, 2026

Members Present:
Dale Proulx, Chair
Wayne Caron, Tenant Board Member
Deborah A.H. Christen, Member
Liz Otero-Domenech, Member

Members Absent:
Linda McDonald, Vice Chair

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, Wayne Caron-present, Deborah A.H. Christen-present, and Liz Otero-Domenech-present. Also present were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and opened the meeting at 2:00p.m.
   b. The minutes of May 21, 2026, 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.

2. **Executive Director Report**
   a. Executive Director welcomed LUHA's new board member Liz Otero-Domenech. There was a discussion about the Election of Officers and whether or not to hold it, as Vice Chair was absent. Board Member Deborah A.H. Christen motioned to keep the slate as is: Pale Proulx as Chair and Linda McDonald Vice Chair. Liz Otero-Domenech volunteered to be the Treasurer. Chair Dale Proulx seconded the motion for the full slate. All were in favor. Executive Director stated an updated policy will be presented under New Business. The MassNAHRO Annual Conference at the Sea Crest will be held September 13th-15th; Liz Otero-Domenech expressed interest in attending. Administrative Assistant/Special Projects to send her more information. There will be a staff outing at Polar Park in August.

3. **Financial Report**
   a. The financials of May 2026 were reviewed. Tenant Board Member made a motion to approve the May 2026 financials as presented; Board Member Deborah A.H. Christen seconded, with all in favor.

4. **Administration**
   a. **Modernization/Work Order Report** – Assistant Director

667-1 Generator – #162040
We received a few quotes and now we are reviewing them. The lowest quote was in the amount of $24,511 from 4 Generation Electric.

667-1 Site Improvements – #162048
This is a project for various improvements that may be needed in the amount of $9,881. Those improvements include raising the flagpole and connecting the walkway behind building D. The paving for the new walkway is complete.

667-1 Window Replacement Phase 1 – #162049
This project is scheduled to start 6/17/26 and is expected to take several weeks to complete.

Work Order Report:
1. For 667: There was a total of 7 and have been completed. Out of these, 2 were Emergencies.
2. For 705: There were none.

b. **State-Aided Housing Report** – Executive Director
There was 1 lease-up and 1 vacancy in May. We are at 100% occupancy for Elderly (1 Empty unit – 1 Waiver = 1 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1 Waiver = 1 Vacancy). Overall occupancy is at 100%.

5. **Unfinished Business** – None

6. **New Business**
   a. Resolution 2026-12 Update Language Access Plan. There was a discussion about the plan. Motion made by Tenant Board Member to approve the Updated Language Access Plan; Liz Otero-Domenech 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 2:31p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.