LUNENBURG HOUSING AUTHORITY
MINUTES OF REGULAR MEETING

131 White Street, Lunenburg, MA

August 20, 2026

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

Members Absent:
Deborah A.H. Christen

Also Present:
Benjamin Gold, Executive Director
Jade Tavares, Administrative Assistance/Special Projects
Moise Ramoes, Housing Manager Satellite Locations
Chris Boyer, Director of Facilities
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, Administrative Assistant/Special Projects Jade Tavares, Housing Manager Satellite Locations Moises Ramos, Director of Facilities Chris Boyer, 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 June 25, 2026 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 the Liz Otero-Domenech resigned on July 7, 2026. Administrative Assistant/Special Projects to email her resignation letter and Assistant Executive Director's response to her resignation. Executive Director reminded the board that the MassNAHRO Conference is 9/13 to 9/14; Chair confirmed his attendance. Executive Director talked about the high Reserves and projects that are in place. Director of Facilities explained that the Community Room carpet will be replaced next week and the generator should be installed by Winter. Executive Director informed the board members that Leominster Housing has entered into a Management Agreement with Littleton Housing Authority.

3. Financial Report

a. The financials of June and July were reviewed. Tenant Board Member made a motion to approve the June and July 2026 financials as presented; Vice Chair seconded, with all in favor.

4. Administration

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

667-1 Generator (#162040)
Funding: $24,393
Status: Quote Review
Several quotes have been received and are currently under review. The lowest quote received was $24,511 from 4 Generation Electric.
Next Step:
1. Complete review of the submitted quotes and determine the next step for the generator project.

667-1 Site Improvements (#162048)
Funding: $9,881
Status: In Progress
This project provides funding for various site improvements that may be needed. Planned improvements include raising the flagpole and connecting the walkway behind Building D. Paving for the new walkway is complete.
Next Step:
1. Continue with the remaining site improvements.

667-1 Window Replacement - Phase 1 (#162049)
Funding: $70,250
Status: Scheduled
Project is complete.
Next Step:
1. Approve the certificates of substantial completion and final completion.

Work Order Report:
1. For 667: There was a total of 10 with all completed. Out of these, 4 were Emergencies and have been completed.
2. For 705: There was a total of 5 with 4 completed and 1 open. Out of these, 1 was an Emergency and has been completed.

b. **State-Aided Housing Report** – Executive Director
There was 1 lease-up and 0 vacancies in July. We are at 100% occupancy for Elderly (1 Empty unit – 1 Waiver = 0 Vacancy). We are at 100% occupancy for Family (1 Empty unit – 1Waiver = 0 Vacancy). Overall occupancy is at 100%.

5. Unfinished Business – None

6. New Business

a. Resolution 2026-13 Certificate of Substantial Completion & Certificate of Final Completion for Window Replacement Phase 1 Project 162049. Motion made by Tenant Board Member to approve the Certificate of Substantial Completion & Certificate of Final Completion for Window Replacement Phase 1 Project 162049; Vice Chair seconded the motion, with all in favor.

b. Resolution 2026-14 Authorizing Acceptance & Approval of Low Bidder for Solid Waste & Recycling Collection Services. Chair noted there were two different amounts listed in the updated Resolution: $21,096.00 and $26,172.00. Executive Director explained the $26,171.00 was a typo and would be amended. Motion made by Vice Chair to approve the amended Authorizing Acceptance & Approval of Low Bidder for Solid Waste & Recycling Collection Services; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

a. EOHLC PHN 2026-5 Updates to Capital Project Implementation Processes
b. EOHLC PHN 2026-6 Creative Place Making Grant
c. EOHLC PHN 2026-7 Capital Improvement Plan (CIP) Update – December 31 FYA Cohort
d. EOHLC PHN 2026-8 Mandatory Data Reporting

8. Motion to Adjourn

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 2:34p.m. Vice Chair seconded and with all in favor the meeting was adjourned.