

**LEOMINSTER HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING**

*100 Main Street, Leominster, MA*

February 28, 2024

**Members Present:**

Marcel Leger, Chair  
Ann West, Treasurer  
Yaw Addow, Tenant Board Member

**Members Absent:**

Virginia Tocci, Vice Chair

**Also Present:**

Benjamin Gold, Executive Director  
Adam Gautie, Assistant Executive Director  
Jade Tavares, Administrative Assistant/Special Projects  
Suzanne Bonney, Director of Finance  
Sue Honeycutt from Fenton, Ewald and Associates PC

**1. Opportunity for Public Comments – None**

**2. Meeting Called to Order**

- a. Chair Marcel Leger asked for a roll call – Marcel Leger-present, Ann West-present and Yaw Addow-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Finance Suzanne Bonney, and Fenton, Ewald and Associates PC Sue Honeycutt. The Chair declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of December 20, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

**3. Executive Director Report**

- a. The Executive Director talked about the Board Member Training, which is due by April 28th; the Ethics Training also needs to be completed. The board members can contact Administrative Assistant/Special Project for assistance with both trainings. MassNAHRO Legislative Day will be held on 3/7/2024; if board members would like to attend, they need to inform Administrative Assistant/Special Project in order for them to be signed up. Executive Director will be attending the MassNAHRO Conference in March. Executive Director discussed the flooding of the basement, on 1/28/2024, along with the damage to the switch gears. A discussion was held about the Grievance Policy, Chair's board term ending in April and the FSS Graduate. Executive Director discussed partnering with Habitat for Humanity for the 10<sup>th</sup> Street lot; Treasurer asked about ownership of the taxes. A restrictive Covenant for low-income housing is being considered. A Resolution will be presented to the board next month regarding the partnership.

**4. Financial Report**

- a. The financials of November, 2023 were reviewed. Treasurer made a motion to approve the November, 2023 financials as presented; Tenant Board Member seconded, with all in favor.
- b. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials were reviewed. Sue Honeycutt explained the profit and surplus of Section 8; the reserves for

Section 8 should be spent down. The Reserve is at 38.81%, which needs to be watched as it is close to the 35% minimum. The insurance covered the January flood however, the deductible was \$9,000. A new truck was bought; Sue Honeycutt explained she has no concerns at this time though. The TAR was a bit high from COVID and legal services. Sue Honeycutt explained the budget will be presented at March's board meeting. Treasurer made a motion to approve the Year's End financials as presented; Tenant Board Member seconded, with all in favor.

## 5. Administration

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

#### **667-4 LaPierre East and Sunset Towers Roof Membrane Replacement #153116 and #153129**

We received two bids on 01/31/2024. The lowest bid was from Stutman Contracting in the amount of \$3,020,000.

#### **667-3 Direct Hot Water Loop Replacement FISH# 153134**

Work is complete except for the 10<sup>th</sup> floor. We are waiting for a change order proposal from the contractor to do a drop ceiling instead of drywall. Contractor was notified to submit a change order on 12/11/23. The general contractor is searching for a firm to quote the drop ceiling installation as of 2/12/2024.

#### **667-3 Replace Federal Pacific Electric Panel FISH# 153136**

Project is in design. Schematic design is due 03/13/24 and 100% construction documents due 05/29/24.

#### **667-4 Elevator Replacement 153140**

Project is in design with schematic design due 4/15/24.

Work Order Report: There was a total of 141 with 117 completed and 24 open. Out of these, 45 were Emergencies and have been completed.

### c. State-Aided Housing Report – Executive Director

We received 21 Standard Applicants (17 Elderly/Young Disabled and 5 Family). We have 4,149 Elderly/Young Disabled applicants on the waiting list. For Family, there are 6,052 Two-bedroom and 2,714 Three-bedroom applicants on the waiting list. There were 3 lease-ups and 5 vacancies in January. Overall occupancy is at 98.54%.

### d. Leased Housing Report – Executive Director

Section 8 – We are at 91.72% for Vouchers leased; 100% being State MRVP Mobile and 96.00% being State DMH & Tenant Based (1 vacancy out of 28).

## 6. Unfinished Business - None

## 7. New Business – Executive Director

- a. Resolution 2024-1 Year-End Financial and Federal-State Lead Paint Certifications. Motion made by Treasurer to approve the Year-End Financial and Federal-State Lead Paint Certifications; Tenant Board Member seconded the motion, with all in favor.

- b. Resolution 2024-2 Authorizing the Acceptance and Approval of the Low Bidder for Roof Membrane Replacement (667-3 and 667-4) Sunset Towers and Lapierre East. Motion made by Treasurer to approve the Authorizing the Acceptance and Approval of the Low Bidder for Roof Membrane Replacement (667-3 and 667-4) Sunset Towers and Lapierre East; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2024-3 Authorizing the Acceptance and Approval of the Low Bidder for IT Services Motion made by Treasurer to approve the Authorizing the Acceptance and Approval of the Low Bidder for IT Services; Tenant Board Member seconded the motion, with all in favor.

**8. Other Correspondence**

- a. EOHLC PHN 2024-1 1 Public Comment Period for Promulgation of Amendments to 760 CMR 6.00
- b. EOHLC PHN 2024-2 Requirement to consult residents when entering into Management Agreement

**9. Motion to Adjourn**

There being no further business, Treasurer made a motion to adjourn the meeting 3:33p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on March 20, 2024.