

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

October 18, 2023

Members Present:

Marcel Leger, Chair
Virginia Tocci, Vice Chair
Ann West, Treasurer
Yaw Addow, Member

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Janet Mora, Director of Leased Housing
Sue Honeycutt, Fenton, Ewald & Associates, P.C
Yanneth Bermudez-Camp, former board member

1. Opportunity for Public Comments - None

2. Meeting Called to Order

- a. Chair Marcel Leger asked for a roll call – Marcel Leger-present, Virginia Tocci-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 Leased Housing Janet Mora, and former board member Yanneth Bermudez-Camp. The Chair declared a quorum present and called the meeting to order at 3:15 p.m.
- b. The Regular Minutes of September 27, 2023 and Annual Plan Minutes (9/27/2023) were presented. With no discussion, Vice Chair made a motion to approve the minutes; Board Member Yaw Addow seconded, with all in favor.

3. Executive Director Report

- a. Executive Director presented a plaque to Yanneth Bermudez-Camp commemorating her 19 years of service on the Leominster Housing Authority Board of Commissioners. Executive Director provided an update on Sunset Towers. Executive Director discussed the success of the Holden Housing Authority Meet & Greet and the first board meeting. A discussion was held regarding the Personnel Policy; this will be presented as resolution for approval at November's board meeting. Executive Director talked about the hiring of Shane, who will be Holden's Maintenance worker, and Assistant Housing Manager Rakisha Perez who will be working with Off-Site Housing Manager Moises Ramos.

4. Financial Report

- a. The financials of September, 2023 were reviewed. Vice Chair made a motion to approve the 2023 financials as presented; Treasurer seconded, with all in favor. Sue Honeycutt from Fenton, Ewald & Associates, P.C discussed the budget revision and answered questions. The board members signed off on the HAFIS FY2023 400-1 Budget Revision Certification.

5. Administration

- a. Modernization/Work Order Report – Assistant Director

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

This project is bidding 9/20/23 with bids due 10/11/2023.

667-3 Direct Hot Water Loop Replacement FISH# 153134

The 10th floor ceiling is the last ceiling that needs to be replaced. The roof membrane designer for the above-mentioned project will need to have the 10th floor ceiling cut during the new roof membrane installation. We are looking into the possibility of doing a change order for a drop ceiling instead of dry wall.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

EOHLC approved the designer contract on 07/11/23. The designer conducted a site visit on 8/30/23 for field measurements. Schematic design is due 03/13/24 and 100% construction documents due 05/29/24.

Work Order Report: There was a total of 141 with 100 completed and 41 open. Out of these, 38 were Emergencies and have been completed.

- b. State-Aided Housing Report – Executive Director

We received 7 Standard Applicants (5 Elderly/Young Disabled and 2 Family). We have 3,740 Elderly/Young Disabled applicants on the waiting list. For Family, there are 5,491 Two-bedroom and 2,372 Three-bedroom applicants on the waiting list. There were 2 lease-ups and 2 vacancies in September. Overall occupancy is at 99.50%.

- c. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 100% being State MRVP Mobile and 96.43% being State DMH & Tenant Based (1 vacancy out of 28).

6. Unfinished Business - None

7. New Business – Executive Director

- a. Resolution 2023-24 Approval of 2024 Payment Standard. Motion made by Vice Chair to approve the 2024 Payment Standard; Treasurer seconded the motion, with all in favor.
- b. Resolution 2023-25 Approval of the Budget Revision. Motion made by Vice Chair to approve the Budget Revision; Board Member Yaw Addow seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-17 EOHLC Vacancy Initiative

9. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting 3:45 p.m. Treasurer seconded and with all in favor the meeting was adjourned. Next meeting will be held on November 15, 2023.