

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

November 15, 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

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, Virginia Tocci-present, and Yaw Addow-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 3:03 p.m.
- b. The minutes of October 18, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Treasurer seconded, with all in favor.

3. Executive Director Report

- a. Executive Director discussed the Personnel Policy updates. An Assistant Manager and Maintenance worker was hired for Holden. All of the staff and board members are required to complete the Ethics Training. Administrative Assistant/Special Projects provided instructions to follow and can be called to assist if needed. Executive Director will be on vacation from 11/20/23-11/24/23.

4. Financial Report

- a. The October financials were not available at this time and will be presented at the next board meeting.

5. Administration

- a. Modernization/Work Order Report – Assistant Director

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

We did not receive any bids on 10/11/23. The designer contacted all contractors that pulled the project specifications to find out why they did not bid. There were various random reasons such as not having enough labor resources due to being awarded contracts during the bid timeline and timing of the bid given winter is approaching. We will be rebidding during the winter for a spring start.

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 waiting for a change order proposal from the contractor as of 10/23/23.

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.

667-4 Elevator Replacement 153140

EOHLC recently funded a project to replace the elevators at LaPierre East. They did not fully fund the project, but partially funded for a designer to begin the project. Once the project design is complete when can then apply for EOHLC emergency funding to cover the cost of the installation. The MA Designer Selection Board ranked three designer applications on 10/18/2023. The highest ranked designer was Delta Wye Critical Solutions in the amount of \$90,000.

Work Order Report: There was a total of 162 with 98 completed and 64 open. Out of these, 34 were Emergencies and all have been completed.

b. State-Aided Housing Report – Executive Director

We received 16 Standard Applicants (10 Elderly/Young Disabled and 6 Family). We have 3,828 Elderly/Young Disabled applicants on the waiting list. For Family, there are 5,684 Two-bedroom and 2,502 Three-bedroom applicants on the waiting list. There were 2 lease-ups and 8 vacancies in October. Overall occupancy is at 97.79%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 100% being State MRVP Mobile and 92.86% being State DMH & Tenant Based (1 vacancy out of 28).

6. Unfinished Business – None**7. New Business – Executive Director**

- a. Resolution 2023-26 Approval of LHA and AFSCME Union Contract_7-1-2023 to 6-30-2025 Motion made by Vice Chair to approve the Approval of LHA and AFSCME Union Contract_7-1-2023 to 6-30-2025; Board Member Yaw Addow seconded the motion, with all in favor.
- b. Resolution 2023-27 Acceptance and Approval of updated Personnel Policy Motion made by Vice Chair to approve the Acceptance and Approval of updated Personnel Policy; Treasurer seconded the motion, with all in favor.
- c. Resolution 2023-28 Authorization and Acceptance of Selected Designer Elevator Replacement Project Lapierre East Project 153140. Motion made by Vice Chair to approve the Authorization and Acceptance of Selected Designer Elevator Replacement Project Lapierre East Project 153140; Board Member Yaw Addow seconded the motion, with all in favor.

- d. Resolution 2023-29 Authorizing Acceptance and Approval of Low Bidder for On-Call Painting Services. Motion made by Vice Chair to approve the Authorizing Acceptance and Approval of Low Bidder for On-Call Painting Services; Treasurer seconded the motion, with all in favor.
- e. Resolution 2023-30 Authorizing the Acceptance and Approval of the Low Bidder for On-Call Flooring Services. Motion made by Vice Chair to approve the Authorizing the Acceptance and Approval of the Low Bidder for On-Call Flooring Services; Board Member Yaw Addow seconded the motion, with all in favor.
- f. Resolution 2023-31 Authorizing the Submittal of HUD Emergency VAWA Transfer Plan. Motion made by Vice Chair to approve the Authorizing the Submittal of HUD Emergency VAWA Transfer Plan; Treasurer seconded the motion, with all in favor.
- g. Resolution 2023-32 Approval of Regional Resident Service Coordinator (RSC) Grant Application. Motion made by Vice Chair to approve the Approval of Regional Resident Service Coordinator (RSC) Grant Application; Treasurer seconded the motion, with all in favor.
- h. Resolution 2023-33 Approval of Mixed Population Service Coordinator Grant Application. Motion made by Vice Chair to approve the Approval of Mixed Population Service Coordinator Grant Application; Board Member Yaw Addow seconded the motion, with all in favor.
- i. Resolution 2023-34 HUD 20077-CR Civil Rights Certification. Motion made by Vice Chair to approve the HUD 20077-CR Civil Rights Certification; Board Member Yaw Addow seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2023-18 Resident Service Coordinators Notice of Funding Availability (NOFA)
- b. EOHLC PHN 2023-19 Public Housing Innovations 2024 Notice of Funding Availability
- c. EOHLC PHN 2023-20 RFI Pre-qualification of Accounting Firms to Conduct AUP Audit

9. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting 3:42 p.m. Board Member Yaw Addow seconded and with all in favor the meeting was adjourned. Next meeting will be held on December 20, 2023.