

**LEOMINSTER HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING**

*100 Main Street, Leominster, MA*

December 20, 2023

**Members Present:**

Marcel Leger, Chair  
Virginia Tocci, Vice Chair  
Ann West, Treasurer  
Yaw Addow, Tenant Board 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 3:00 p.m.
- b. The minutes of November 15, 2023 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

**3. Executive Director Report**

- a. The Executive Director discussed the Board Member training that was rolled out. The Executive Director talked about the recent FSS Graduate, Jessica Davies, who is also the new Assistant Housing Manager Satellite Locations.

**4. Financial Report**

- a. The financials of October, 2023 were reviewed. Vice Chair made a motion to approve the 2023 financials as presented; Treasurer seconded, with all in favor. The financials of November, 2023 were not available.

**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 scheduled to be bid during this winter.

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

Work is complete except for the 10<sup>th</sup> floor. There is a change order to in the amount of \$13,088.26 to replace emergency receptacles with new work boxes and plates for the call for aid stations that was submitted 12/13/2023. We are also waiting for a change order proposal from the contractor to do a drop ceiling instead of drywall on the 10<sup>th</sup> floor.

**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 152 with 112 completed and 40 open. Out of these, 46 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 24 Standard Applicants (16 Elderly/Young Disabled and 8 Family). We have 3,828 Elderly/Young Disabled applicants on the waiting list. For Family, there are 5,831 Two-bedroom and 2,583 Three-bedroom applicants on the waiting list. There were 8 lease-ups and 6 vacancies in November. Overall occupancy is at 98.29%.

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 (2 vacancies out of 28).

6. **Unfinished Business** - None7. **New Business** – None8. **Other Correspondence**

a. EOHLC PHN 2023-21 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Periods 11-17-2023 to 11/17/2024

9. **Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting 3:17p.m. Treasurer seconded and with all in favor the meeting was adjourned. Next meeting will be held on January 17, 2023.