

**LEOMINSTER HOUSING AUTHORITY  
MINUTES OF REGULAR MEETING**

*100 Main Street, Leominster, MA  
September 27, 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 3:01p.m.
- b. The minutes of 6/21/23 and 8/16/23 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. Executive Director discussed the updates from when Sunset Towers basement was flooded. A discussion was held about the MassNARHO conference, ethics training, and allocation from the Capital Improvements Expendable Trust Fund. Executive Director provided an update on the management agreement with Holden: LHA will officially start 9/1/2023 per EOHLC. Executive Director provided copies of the new draft of the Personnel Policy.

**4. Financial Report**

- a. The financials of July and August, 2023 were reviewed. Vice Chair made a motion to approve the 2023 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**

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

**667-3 Sunset Towers Emergency Elevator Replacement FISH# 153130**

This project is complete.

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

The ceilings are being installed and are scheduled to be complete by the end of September.

**705-2 Replace Oil Furnace with Heat Pump FISH# 153118**

Project is complete.

**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. Project design is underway.

Work Order Report: There was a total of 221 with 142 completed and 79 open. Out of these, 26 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 21 Standard Applicants (15 Elderly/Young Disabled and 6 Family). We have 3,616 Elderly/Young Disabled applicants on the waiting list. For Family, there are 5,278 Two-bedroom and 2,278 Three-bedroom applicants on the waiting list. There were 4 lease-ups and 2 vacancies in August. Overall occupancy is at 99.26%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 355% 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 2023-21 Utility Allowance Schedule 2024 Motion made by Vice Chair to approve the Utility Allowance Schedule 2024; Treasurer seconded the motion, with all in favor.
- b. Resolution 2023--22 Approval of Certificate of Substantial and Final Completion 91 Malburn Motion made by Vice Chair to approve the Certificate of Substantial and Final Completion 91 Malburn; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2023-23 Certificate of Substantial Completion and Certificate of Final Completion Sunset Elevator Motion made by Vice Chair to approve the Certificate of Substantial Completion and Certificate of Final Completion Sunset Elevator; Tenant Board Member seconded the motion, with all in favor.

8. **Other Correspondence**

- a. EOHLC PHN 2023-13 On-Site Solar Power Opportunities for Cost Savings and Clean Energy
- b. EOHLC PHN 2023-14 FY2024 Budget Guidelines
- c. EOHLC PHN 2023-15 Revised Housing Situation Priority Policy and Issuance of a Homeless Priority Verification Checklist
- d. EOHLC PHN 2023-16 MRVP Going Live and Centralizing Screening Determinations for Priority & Preference

9. **Motion to Adjourn**

There being no further business, Vice Chair made a motion to adjourn the meeting 3:41p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on October 18, 2023.