

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

March 20, 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 (via telephone)

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 (via telephone). The Chair declared a quorum present and called the meeting to order at 3:01p.m.
- b. The minutes of February 28, 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. Executive Director discussed the Board Member and Ethics trainings that need to be completed; Administrative Assistant/Special Projects provided the updated password for the board members to be able to log into the Board Member Training. Administrative Assistant/Special Projects will assist the board members with completing the training, if needed. Executive Director discussed the 10th Street lot and working with Habitat for Humanity. Executive Director and Assistant Director will be at the MassNAHRO conference from 3/24 to 3/28. Executive Director reviewed the two new CFAs; Executive Director stated there will be a Legislative Day at the State House in April.

4. Financial Report

- a. The financials of January, 2023 were not available and will be presented in April. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the FY 2024 Budget. EOHLC revamped the Subsidy for this year's budget, providing a 11% increase for the LHA. Sue Honeycutt explained we are now allowed to keep 100% of the solar credits instead of 50%. Sue Honeycutt discussed salaries, including the one for the Executive Director. Labor rates and property insurance have increased this year. All programs have been earning money,

except for the Section 8 department; as the Reserves are high, the department needs to spend down. Sue Honeycutt explained the Holden Management Agreement has been added to the budget. Sue Honeycutt discussed potential exemptions for the second flood at Sunset Towers.

- b. Treasurer made a motion to approve the Operating Budget for State-Aided Housing of Leominster Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2024; Tenant Board Member seconded, with all in favor.
- c. Treasurer made a motion to approve the Operating Budget for State-Aided Housing of Leominster Housing Authority (Chapter 200/667/705/689/MRVP) Program Number MRVP for Fiscal Year Ending 9/30/2024; 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 the approved contract back from HLC on 3/11/24. The pre-construction meeting is scheduled for 3/18/24.

667-3 Direct Hot Water Loop Replacement FISH# 153134

Work is complete except for the 10th floor. There is a change order in the amount of \$63,000 that is in discussion with the contractor and the designer as of 3/12/24.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

A designer fee amendment was submitted in the amount of \$12,500 to add scope (replacing disconnects) to the scope of work after inspection of the electric panel. Fee amendment was submitted 3/6/24 and now we are waiting for HLC approval.

667-4 Elevator Replacement 153140

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

Work Order Report: There was a total of 97 with 84 completed and 13 open. Out of these, 23 were Emergencies and have been completed.

- d. State-Aided Housing Report – Executive Director

We received 8 Standard Applicants (6 Elderly/Young Disabled and 2 Family). We have 4,253 Elderly/Young Disabled applicants on the waiting list. For Family, there are 6,194 Two-bedroom and 2,789 Three-bedroom applicants on the waiting list. There were 4 lease-ups and 5 vacancies in February. Overall occupancy is at 98.30%.

- e. Leased Housing Report – Executive Director

Section 8 – We are at 92% for Vouchers leased; 100% being State MRVP Mobile and 100% being State DMH & Tenant Based.

6. Unfinished Business – None

7. New Business – Executive Director

- a. Resolution 2024-4 FY2024 Budget. Motion made by Treasurer to approve the FY2024 Budget; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2024-5 RSC Grant Application LHA and LUHA 2024. Motion made by Treasurer to approve the 5 RSC Grant Application LHA and LUHA 2024; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2024-6 Potential 10th St Lot Disposition for Affordable Housing Development. Executive Director Motion made by Treasurer to approve the Potential 10th St Lot Disposition for Affordable Housing Development; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLIC PHN 2024-3 Updates to Vacant Unit Policies for 2024
- b. EOHLIC PHN 2024-4 Updates to Capital Project Implementation Processes
- c. EOHLIC PHN 2024-5 Mass Housing Partnership (MHP) Expanded Technical Assistance for Vacant Land Development and Public Housing Redevelopment

9. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting 3:30 p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.