

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

June 24, 2024

Members Present:

Marcel Leger, 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
Suzanne Bonney, Director of Finance
Lila Fernandez, Director of Leased Housing

1. 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 Director of Leased Housing Lila Fernandez. The Chair declared a quorum present and called the meeting to order at 3:18 p.m.
- b. The minutes of March 20, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. The Executive Director informed the Board Members that Vice Chair Virginia Tocci passed away; a moment of silence was held. Executive Director introduced Lila Fernandez as the new Director of Leased Housing. Executive Director thanked the Board Members for agreeing to give the staff the day off on Friday (7/5); Executive Director gave an update on the Habitat for Humanity project for the 10th Street Lot. Executive Director stated there was a new FSS graduate. Executive Director discussed the Management Agreement with Warren Housing Authority and the Resolution that would be presented to the board. All of the Board Members were in agreement with the Management Agreement. Executive Director explained that three (3) new positions would be created in order to support the current LHA staff and the Warren employees.

3. Financial Report

- a. The financials of January, February and March, 2024 were reviewed. Treasurer made a motion to approve the 2023 financials as presented; Tenant Board Member seconded, with all in favor.

4. Administration

- a. Modernization/Work Order Report – Assistant Director

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

This project is underway. LaPierre's roof will begin on 6/17/24. Completion is scheduled for November 2024.

667-3 Direct Hot Water Loop Replacement FISH# 153134

We are at substantial completion with the project. General Contractor needs to complete punch list items.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

Construction Documents are at 95%. Once complete they will be submitted to HLC for review.

667-4 Elevator Replacement 153140

The schematic design was approved by HLC on 6/10/24. The designer is now working on the construction documents.

Work Order Report: There was a total of 180 with 154 completed and 26 open. Out of these, 36 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 18 Standard Applicants (9 Elderly/Young Disabled and 9 Family). We have 4,572 Elderly/Young Disabled applicants on the waiting list. For Family, there are 6,802 Two-bedroom and 3,017 Three-bedroom applicants on the waiting list. There were 3 lease-ups and 6 vacancies in May. Overall occupancy is at 98.53%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 89% for Vouchers leased; 83% being State MRVP Mobile and 93% being State DMH & Tenant Based.

5. **Unfinished Business** – None6. **New Business** – Executive Director

- a. Resolution 2024-7 Updated Grievance Policy. Motion made by Treasurer to approve the Updated Grievance Policy; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2024-8 Update Pet Policy. Motion made by Treasurer to approve the Update Pet Policy; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2024-9 One Year Management Agreement. Motion made by Treasurer to approve the One Year Management Agreement; Tenant Board Member seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2024-6 Agreement Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms
- b. EOHLC PHN 2024-7 Promulgation of Amendments to 760 CMR 6.00
- c. EOHLC PHN 2024-8 Amendments to State-Aided Public Housing Form Lease and Lease Addendum

8. **Motion to Adjourn**

There being no further business, Treasurer made a motion to adjourn the meeting 3:57p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on August 21, 2023.