

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

August 21, 2024

Members Present:

Marcel Leger, Chair
Ann West, Treasurer
Denise Ivaldi, Member

Members Absent:

Yaw Addow, Tenant Board Member

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects

1. Meeting Called to Order

- a. Chair Marcel Leger asked for a roll call – Marcel Leger-present, Ann West-present, and Denise Ivaldi-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 3:00p.m.
- b. The minutes of June 24, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Board Member Denise Ivaldi seconded, with all in favor.

2. Executive Director Report

- a. Executive Director introduced new board member Denise Ivaldi. Executive Director stated Christopher Boyer is the new Assistant Director of Facilities; Aleah Davis was promoted from the Public Housing Assistant Manager to the Resident Service Coordinator for Leominster Families and two other housing authorities. Executive Director explained we are looking to fill a new Finance Clerk position. Executive Director provided an update regarding the Habitat for Humanity partnership. Executive Director talked about the recent FSS graduates. Executive Director provided an update on the Warren Management Agreement. Executive Director discussed the MassNAHRO Conference at the Sea Crest.

3. Financial Report

- a. The financials of April, May and June 2024 were reviewed. Treasurer made a motion to approve the April, May and June 2024 financials as presented; Board Member Denise Ivaldi 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

The roof at LaPierre is nearly complete. Sunset Towers roof is scheduled next.

667-3 Direct Hot Water Loop Replacement FISH# 153134

The general contractor finished most of the punch list items, but there are a few more items left to complete such as lighting on the 10th floor.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

The construction documents are near completion and are scheduled to be completed by 8/13/2024.

667-4 Elevator Replacement 153140

The construction documents are complete as of 8/12/24 and now this project is ready for bidding.

Work Order Report: There was a total of 371 with 267 completed and 104 open. Out of these, 73 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 26 Standard Applicants (14 Elderly/Young Disabled and 12 Family). We have 2,760 Elderly/Young Disabled applicants on the waiting list. For Family, there are 7,214 Two-bedroom and 3,178 Three-bedroom applicants on the waiting list. There were 3 lease-ups and 4 vacancies in June. There were 3 lease-ups and 3 vacancies in July. Overall occupancy is at 97.79%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 88% for Vouchers leased; 83% being State MRVP Mobile and 93% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** – None

6. **New Business** – Executive Director

- a. Resolution 2024-10 LHA-LUHA Management Agreement Work Plan Approval. Motion made by Board Member Denise Ivaldi to approve the LHA-LUHA Management Agreement Work Plan Approval; Treasurer seconded the motion, with all in favor.
- b. Resolution 2024-11 LHA-SHA Management Agreement Work Plan Approval. Motion made by Treasurer to approve the LHA-SHA Management Agreement Work Plan Approval; Board Member Denise Ivaldi seconded the motion, with all in favor.
- c. Resolution 2024-12 Ownership Transfer of 75 Tenth St. Motion made by Board Member Denise Ivaldi to approve the Ownership Transfer of 75 Tenth St; Treasurer seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2024-9 NOFA Local Housing Authority Housing Now Program
- b. EOHLC PHN 2024-10 Changes to Chief Administrative & Financial Officer (CAFO) Program for AUP starting with FYE 2024 & Updates to Performance Management Review (PMR) for 2024 Cycle
- c. EOHLC PHN 2024-11 Replacement Policy for Fossil-Fuel Fire Equipment
- d. EOHLC PHN 2024-12 Cyber Security Alert Protecting your LHA from Active Threat of Cyber Criminal
- e. EOHLC PHN 2024-13 FY25 Budget Guidelines

8. **Motion to Adjourn**

There being no further business, Board Member Denise Ivaldi made a motion to adjourn the meeting at 3:40p.m. Treasurer seconded and with all in favor the meeting was adjourned.