

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

September 18, 2024

Members Present:

Marcel Leger, Chair
Ann West, Treasurer
Yaw Addow, Tenant Board Member

Members Absent:

Denise Ivaldi, Member

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Suzanne Bonney, Director of Finance

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, and Director of Finance Suzanne Bonney. The Chair declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of August 21, 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. Executive Director provided updates for Habitat for Humanity project; the closing on the property was on July 12th. Executive Director reminded the board to complete the Board Member Training and to contact Administrative Assistant/Special Projects if they need assistance. Executive Director talked about the MassNAHRO conference at the Sea Crest. We have hired Thais Rivera for the Public Housing Assistant Manager position, and she will be starting on September 30th.

3. Financial Report

- a. The financials of July 2024 were reviewed. Treasurer made a motion to approve the July 2024 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

The roof at LaPierre is 90% 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 as of 8/20/24.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

The construction documents are near completion and are scheduled to be completed by 9/06/2024.

667-4 Elevator Replacement 153140

This project is bidding. Bids are due 10/1/24.

Work Order Report: There was a total of 170 with 108 completed and 62 open. Out of these, 35 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We received 23 Standard Applicants (13 Elderly/Young Disabled and 10 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 3 vacancies in August. Overall occupancy is at 98.04%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 89% for Vouchers leased; 83% being State MRVP Mobile and 100% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** – None

6. **New Business** – None

7. **Other Correspondence**

- a. EOHLC PHN 2024-14 Demographic Reporting
- b. EOHLC PHN 2024-15 689/167 Contract Transition to DocuSign

8. **Motion to Adjourn**

There being no further business, Treasurer made a motion to adjourn the meeting at 3:21p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.