

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

February 28, 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

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. The Chair declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of December 20, 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. The Executive Director talked about the Board Member Training, which is due by April 28th; the Ethics Training also needs to be completed. The board members can contact Administrative Assistant/Special Project for assistance with both trainings. MassNAHRO Legislative Day will be held on 3/7/2024; if board members would like to attend, they need to inform Administrative Assistant/Special Project in order for them to be signed up. Executive Director will be attending the MassNAHRO Conference in March. Executive Director discussed the flooding of the basement, on 1/28/2024, along with the damage to the switch gears. A discussion was held about the Grievance Policy, Chair's board term ending in April and the FSS Graduate. Executive Director discussed partnering with Habitat for Humanity for the 10th Street lot; Treasurer asked about ownership of the taxes. A restrictive Covenant for low-income housing is being considered. A Resolution will be presented to the board next month regarding the partnership.

4. Financial Report

- a. The financials of November, 2023 were reviewed. Treasurer made a motion to approve the November, 2023 financials as presented; Tenant Board Member seconded, with all in favor.
- b. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials were reviewed. Sue Honeycutt explained the profit and surplus of Section 8; the reserves for

Section 8 should be spent down. The Reserve is at 38.81%, which needs to be watched as it is close to the 35% minimum. The insurance covered the January flood however, the deductible was \$9,000. A new truck was bought; Sue Honeycutt explained she has no concerns at this time though. The TAR was a bit high from COVID and legal services. Sue Honeycutt explained the budget will be presented at March's board meeting. Treasurer made a motion to approve the Year's End 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

We received two bids on 01/31/2024. The lowest bid was from Stutman Contracting in the amount of \$3,020,000.

667-3 Direct Hot Water Loop Replacement FISH# 153134

Work is complete except for the 10th floor. We are waiting for a change order proposal from the contractor to do a drop ceiling instead of drywall. Contractor was notified to submit a change order on 12/11/23. The general contractor is searching for a firm to quote the drop ceiling installation as of 2/12/2024.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

Project is in design. Schematic design is due 03/13/24 and 100% construction documents due 05/29/24.

667-4 Elevator Replacement 153140

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

Work Order Report: There was a total of 141 with 117 completed and 24 open. Out of these, 45 were Emergencies and have been completed.

c. State-Aided Housing Report – Executive Director

We received 21 Standard Applicants (17 Elderly/Young Disabled and 5 Family). We have 4,149 Elderly/Young Disabled applicants on the waiting list. For Family, there are 6,052 Two-bedroom and 2,714 Three-bedroom applicants on the waiting list. There were 3 lease-ups and 5 vacancies in January. Overall occupancy is at 98.54%.

d. Leased Housing Report – Executive Director

Section 8 – We are at 91.72% for Vouchers leased; 100% being State MRVP Mobile and 96.00% being State DMH & Tenant Based (1 vacancy out of 28).

6. **Unfinished Business** - None

7. **New Business** – Executive Director

- a. Resolution 2024-1 Year-End Financial and Federal-State Lead Paint Certifications. Motion made by Treasurer to approve the Year-End Financial and Federal-State Lead Paint Certifications; Tenant Board Member seconded the motion, with all in favor.

- b. Resolution 2024-2 Authorizing the Acceptance and Approval of the Low Bidder for Roof Membrane Replacement (667-3 and 667-4) Sunset Towers and Lapierre East. Motion made by Treasurer to approve the Authorizing the Acceptance and Approval of the Low Bidder for Roof Membrane Replacement (667-3 and 667-4) Sunset Towers and Lapierre East; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2024-3 Authorizing the Acceptance and Approval of the Low Bidder for IT Services Motion made by Treasurer to approve the Authorizing the Acceptance and Approval of the Low Bidder for IT Services; Tenant Board Member seconded the motion, with all in favor.

8. Other Correspondence

- a. EOHLC PHN 2024-1 1 Public Comment Period for Promulgation of Amendments to 760 CMR 6.00
- b. EOHLC PHN 2024-2 Requirement to consult residents when entering into Management Agreement

9. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting 3:33p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned. Next meeting will be held on March 20, 2024.

**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)

10. Opportunity for Public Comments – None

11. Meeting Called to Order

- c. 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.
- d. 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.

12. Executive Director Report

- b. 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.

13. Financial Report

- e. 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.

- f. 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.
- g. 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.

14. **Administration**

- b. 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.

- h. 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%.

- i. 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.

15. **Unfinished Business** – None

16. New Business – Executive Director

- d. Resolution 2024-4 FY2024 Budget. Motion made by Treasurer to approve the FY2024 Budget; Tenant Board Member seconded the motion, with all in favor.
- e. 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.
- f. 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.

17. Other Correspondence

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

18. 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.

**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

19. Meeting Called to Order

- e. 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.
- f. 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.

20. Executive Director Report

- c. 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.

21. Financial Report

- j. 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.

22. Administration

- c. 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.

k. 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%.

l. 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.

23. Unfinished Business – None**24. New Business** – Executive Director

- g. 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.
- h. 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.
- i. 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.

25. Other Correspondence

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

26. 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.

**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

27. Meeting Called to Order

- g. 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.
- h. 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.

28. 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.

29. Financial Report

- m. 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.

30. Administration

- d. 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.

n. 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%.

o. 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).

31. Unfinished Business – None

32. New Business – Executive Director

- j. 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.
- k. 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.
- l. 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.

33. 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

34. 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.

**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

35. Meeting Called to Order

- i. 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.
- j. 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.

36. Executive Director Report

- d. 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.

37. Financial Report

- p. 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.

38. Administration

- e. 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.

q. 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%.

r. 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).

39. Unfinished Business – None

40. New Business – None

41. Other Correspondence

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

42. 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.

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

October 16, 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
Lila Fernandez, Director of Leased Housing
Christopher Boyer, Assistant Director of Facilities
Dionne Dennis-Tolbert, Section 8 Resident Advisory Board Member

43. Meeting Called to Order

- k. 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, Director of Leased Housing Lila Fernandez, Assistant Director of Facilities Christopher Boyer, and Section 8 Resident Advisory Board Member Dionne Dennis-Tolbert. The Chair declared a quorum present and called the meeting to order at 3:00p.m.
- l. The Regular minutes of September 18, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- m. The Annual Plan meeting minutes of September 18, 2024 were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

44. Executive Director Report

- e. Executive Director provided an update on Habitat for Humanity. A site survey and house plans are completed; the permit has been drafted. The land is being cleared and the foundation will be completed once the building permit is approved. Executive Director talked about AT&T and roof issue. Executive Director stated there is one board seat still open and if anyone is interested, to call Administrative Assistant/Special Projects. Section 8 Resident Advisory Board Member stated she was interested in the position and provided her contact information. Executive Director explained the Management Agreement with Warren Housing Authority will be terminated as of 11/30/2024.

45. Financial Report

- s. The financials of August, 2024, were reviewed. Tenant Board Member made a motion to approve the August, 2024, financials as presented; Treasurer seconded, with all in favor.

46. Administration

f. 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. The roof at Sunset has been cancelled due to an on-going legal issue with a cell carrier who has an antenna located on the roof.

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. The GC was waiting from the heat pump installer for specifications pertaining to their installation and how it affects the power need of the building. We expect the CDs to be completed soon.

667-4 Elevator Replacement 153140

Bids are due 10/7/24.

Work Order Report: There was a total of 138 with 82 completed and 56 open. Out of these, 7 were Emergencies and have been completed.

t. State-Aided Housing Report – Executive Director

We have 4,997 Elderly/Young Disabled applicants on the waiting list. For Family, there are 7,617 Two-bedroom and 3,354 Three-bedroom applicants on the waiting list. There were 7 lease-ups and 5 vacancies in September. Overall occupancy is at 98.78%.

u. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 83% being State MRVP Mobile and 100% being State DMH & Tenant Based (0 vacancies out of 30).

47. Unfinished Business – None**48. New Business – Executive Director**

d. Resolution 2024-14 Approval of 2025 Payment Standard. Motion made by Treasurer to approve the Approval of 2025 Payment Standard; Tenant Board Member seconded the motion, with all in favor.

e. Resolution 2024-15 Utility Allowance Schedule 2025. Motion made by Tenant Board Member to approve the Utility Allowance Schedule 2025; Treasurer seconded the motion, with all in favor.

f. Resolution 2024-16 Affirmative Action Plan. Motion made by Treasurer to approve the Affirmative Action Plan; Tenant Board Member seconded the motion, with all in favor.

g. Resolution 2024-17 2024 HUD-5007-CR Civil Rights Certification. Motion made by Treasurer to approve the 2024 HUD-5007-CR Civil Rights Certification; Tenant Board Member seconded the motion, with all in favor.

h. Resolution 2024-18 Authorizing the Submittal of HUD Emergency VAWA Transfer Plan. Motion made by Tenant Board Member to approve the Authorizing the Submittal of HUD Emergency VAWA Transfer Plan; Treasurer seconded the motion, with all in favor.

- i. Public Hearing HUD FY25 Annual and Five-Year Plan Review was completed. Director of Finance discussed the documents. Section 8 Resident Advisory Board Member did not have any questions. HUD FY25 Annual and Five-Year Plan was agreed upon by all board members.

49. Other Correspondence

- f. EOHLC PHN 2024-16 AHA Implementation
- g. EOHLC PHN 2024-17 State Units Federalization Notice of Funding Availability (“NOFA”)

50. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting at 3:31p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF SPECIAL 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

51. Opportunity for Public Comments

- a. There was a discussion about George Street: The siding and trim need updating. The community room needs cleaning. Tenants would like flowers planted.
- b. The back doors at Notre Dame need replacing.
- c. There was a discussion about the roof replacement at 100 Main Street.
- d. There was a discussion about water leaks and water pressure.

52. Meeting Called to Order

- n. 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, and Administrative Assistant/Special Projects Jade Tavares. The Chair declared a quorum present and called the meeting to order at 2:31p.m. A discussion was held about the Annual Plan.

53. New Business – Executive Director

- a. Resolution 2024-13 Approval of Annual Plan for Fiscal Year 2025. Motion made by Vice Chair to approve the Annual Plan for Fiscal Year 2025; Treasurer seconded the motion, with all in favor.

54. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting at 2:45p.m. Tenant Board Member seconded and with all in favor the meeting was adjourned.