

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

January 22, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member

Members Absent:

Marcel Leger, Chair

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Evelyn Perez, Director of Housing Management Services
Suzanne Bonney, Director of Finances

1. Meeting Called to Order

- a. Board Members requested Executive Director to run the meeting in the Chair's absence. Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, and Denise Ivaldi-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Housing Management Services Evelyn Perez, and Director of Finances Suzanne Bonney. The Executive Director declared a quorum present and called the meeting to order at 3:08p.m.
- b. The minutes of November 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. Executive Director provided an update on the Habitat for Humanity project; Executive Director discussed the ceremony Habitat for Humanity had for former president Jimmy Carter. New employees were hired for the Front Desk Clerk and Leased Housing Specialist positions. There was a discussion about an MHP Development application for Allencrest and board members signed off on a "Letter of Support". Executive Director talked about the Open Meeting Law Certificate and training that the Town Hall is requesting to be completed by the board members. Executive Director, Assistant Executive Director, and Director of Housing Management Services will be attending the NERC NARHO Conference in February.

3. Financial Report

- a. The financials of September and October 2024 were reviewed. Board Member Denise Ivaldi made a motion to approve the September and October 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

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 project is complete with the exception of minor cosmetic concerns with the painting and plastering of the ceilings. The contractor has come to make repairs, but we are not satisfied with the quality of finish work. We contacted our designer to do a final walkthrough to notate any deficiencies and then we will obtain a credit for this work.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

This project received three bids on 12/20/24. The low bidder is CDS Unlimited with a bid amount of \$348,800.

667-4 Elevator Replacement FISH#153140

We are waiting for the contract paperwork to return as of 1/14/25. Once returned, we can schedule the pre-construction meeting.

667-4 and 667-3 Paving 153146

This project is for paving the drive and parking areas at both LaPierre and Sunset Towers in the estimated amount of \$653,772. HLC hired Graves Engineering as the designer. Graves submitted 100% construction documents to HLC for review on 1/3/25. Once approved, we can schedule the bidding process.

Work Order Report: There was a total of 145 with 135 completed and 10 open. Out of these, 34 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We have 2,587 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,036 Two-bedroom and 3,611 Three-bedroom applicants on the waiting list. In November, there was 1 lease-up and 7 vacancies. In December, there were 0 lease-ups and 6 vacancies. Overall occupancy is at 97.06%.

c. 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).

5. Unfinished Business – None

6. New Business – Executive Director

- a. Resolution 2025-1 Change Order 153116-CO1. Motion made by Treasurer to approve the Change Order 153116-CO1; Tenant Board Member seconded the motion, with all in favor.

- b. Resolution 2025-2 Federal Pacific Panel Replacement Low Bidder for Sunset Towers. Motion made by Board Member Denise Ivaldi to approve the Federal Pacific Panel Replacement Low Bidder for Sunset Towers; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2025-3 Sump Pump Replacement Low Bidder for Sunset Towers. Motion made by Tenant Board Member to approve the Sump Pump Replacement Low Bidder for Sunset Towers; Treasurer seconded the motion, with all in favor.
- d. Resolution 2025-4 On-Call Painting Low Bidder. Motion made by Board Member Denise Ivaldi to approve the On-Call Painting Low Bidder; Treasurer seconded the motion, with all in favor.
- e. Resolution 2025-5 On-Call Flooring Low Bidder. Motion made by Treasurer to approve the On-Call Flooring Low Bidder; Board Member Denise Ivaldi seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-18 Update to Veteran's Preference Screening
- b. EOHLC PHN 2024-19 Update to Performance Management Review (PMR) for 2025 Cycle (FYA 6/30/2025-3/31/2026)
- c. EOHLC PHN 2024-20 Public Housing Innovations 2025 Notice of Funding Availability
- d. EOHLC PHN 2024-21 Notice of Funding Availability Self-Sufficiency Program (SSP) for State-Aided Public Housing and Massachusetts Rental Voucher program (MRVP)
- e. EOHLC PHN 2024-22 Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime Insurance for Policy Period 11/17/24 to 11/17/25
- f. EOHLC PHN 2024-23 Aging in Place Turnover Guidelines
- g. EOHLC PHN 2024-24 Recent Legislation: Easier Internet Installation for LHAs
- h. EOHLC PHN 2024-25 Guidance Related to Local Tenant Organizations (LTOs) and Tenant Participation Under 760 CMR 6.09

8. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting at 3:46p.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

February 26, 2025

Members Present:

Ann West, Treasurer (via phone)
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member

Members Absent:

Marcel Leger, Chair

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Evelyn Perez, Director of Housing Management Services
Suzanne Bonney, Director of Finances
Sue Honeycutt, from Fenton, Ewald and Associates PC

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present (via phone), Yaw Addow-present, and Denise Ivaldi-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Director of Housing Management Services Evelyn Perez, Director of Finances Suzanne Bonney, and Sue Honeycutt from Fenton, Ewald and Associates PC. Executive Director declared a quorum present and called the meeting to order at 3:08p.m.
- b. The minutes of January 22, 2025 were presented. With no discussion, Board Member Denise Ivaldi made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director gave an update on Habitat for Humanity and the MHP Development Application for Allencrest. Executive Director talked about the open board seat and Open Meeting Law Certificate.

3. Financial Report

- a. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. Sue Honeycutt explained why the Reserve is at 32.13%. EOHLC is awarding Reserve augmentation, which will increase the Reserve. Tenant Board Member made a motion to approve the Year's End financials as presented; Board Member Denise Ivaldi seconded, with all in favor.
- b. Sue Honeycutt reviewed the Fiscal Year 2025 Budget. The total revenue is at \$3,866,284 and total expenses at \$3,787,081, thereby requesting a subsidy of \$756,584. Tenant Board Member made a motion to approve Operating Budget for State-Aided Housing of Leominster Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2025; Board Member Denise Ivaldi seconded, with all in favor.
- c. Tenant Board Member 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; 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

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 project is complete except for minor cosmetic concerns with the painting and plastering of the ceilings. The contractor has come to make repairs, but we are not satisfied with the quality of finish work. We contacted our designer to do a final walkthrough to notate any deficiencies and then we will obtain credit for this work. The final walkthrough was conducted 1/24/25 and a report was issued to the GC with various items to repair on 1/29/25. We are going to give the GC one last chance to make repairs before asking for credit on the contract to complete the work ourselves.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

This project received three bids on 12/20/24. The lowest bidder is CDS Unlimited with a bid amount of \$348,800. We received the signed contract back from HLC on 2/5/25. We can now schedule the pre-construction meeting.

667-4 Elevator Replacement FISH#153140

We received the signed contract back from HLC on 2/7/25. We can now schedule the pre-construction meeting.

667-4 and 667-3 Paving 153146

This project is for paving the drive and parking areas at both LaPierre and Sunset Towers in the estimated amount of \$653,772. HLC hired Graves Engineering as the designer. Graves submitted 100% construction documents to HLC for review on 1/3/25. HLC approval is due by 2/21/25. Once approved, we can schedule the bidding process.

Work Order Report: There was a total of 347 with 275 completed and 72 open. Out of these, 32 were Emergencies and have been completed.

d. State-Aided Housing Report – Executive Director

We have 5,368 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,145 Two-bedroom and 3,638 Three-bedroom applicants on the waiting list. There was 1 lease-up and 8 vacancies in January. Overall occupancy is 97.96%.

e. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 84% being State MRVP Mobile and 77% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** – None

6. New Business – Executive Director

- a. Resolution 2025-6 Year-End Financial and Federal-State Lead Paint Certifications. Motion made by Tenant Board Member to approve the Year-End Financial and Federal-State Lead Paint Certifications; Board Member Denise Ivaldi seconded the motion, with all in favor.
- b. Resolution 2025-7 FY2025 Budget. Motion made by Tenant Board Member to approve the FY2025 Budget; Board Member Denise Ivaldi seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA

8. Motion to Adjourn

There being no further business, Board Member Denise Ivaldi made a motion to adjourn the meeting at 3:36p.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

March 19, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, 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
Evelyn Perez, Director of Housing Management Services

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, and Denise Ivaldi-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 Housing Management Services Evelyn Perez. Executive Director declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of February 26, 2025 were presented. With no discussion, Board Member Denise Ivaldi made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director provided an update on Habitat for Humanity and showed photos of the progress. Executive Director discussed the MH Development for Allencrest. Executive Director informed that Chair Marcel Ledger has resigned. There are now two board seats open; anyone who is interested in joining the board needs to submit a letter of intention to the Mayor. As last-minute additions, Executive Director presented the newly printed Board Member Handbooks to the board members. Executive Director reminded the board of the Spring MassNAHRO Conference that is being held Sunday (3/23) through Tuesday (2/25). Athol & Orange Housing Authorities are looking for a new Executive Director and we have submitted our resume.

3. Financial Report

- a. Executive Director reviewed the updated Fiscal Year 2025 Budget. Tenant Board Member made a motion to approve updated Operating Budget for State-Aided Housing of Leominster Housing Authority (Chapter 200/667/705/689/MRVP) Program Number 400-1 for Fiscal Year Ending 12/31/2025; Board Member Denise Ivaldi seconded, with all in favor.
- b. Tenant Board Member made a motion to approve the updated 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; 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

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 project is complete. The Certificates of substantial and final completion will be on the agenda for the next meeting in April.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

The pre-construction meeting was held 3/7/25. The panel will take 6-8 weeks to arrive before work can begin.

667-4 Elevator Replacement FISH#153140

Contract was sent to HLC for their signature on 2/27/25. Once received we can schedule the pre-construction meeting.

667-4 and 667-3 Paving 153146

This project is for paving the drive and parking areas at both LaPierre and Sunset Towers in the estimated amount of \$653,772. HLC hired Graves Engineering as the designer. Graves submitted 100% construction documents to HLC for review on 1/3/25. HLC approved the construction documents on 3/11/2025. We are now scheduling the bidding process.

Work Order Report: There was a total of 272 with 249 completed and 23 open. Out of these, 45 were Emergencies and 44 have been completed.

c. State-Aided Housing Report – Executive Director

We have 5,447 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,249 Two-bedroom and 3,663 Three-bedroom applicants on the waiting list. There were 9 lease-ups and 3 vacancies in February. Overall occupancy is at 97.51%.

d. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 83% being State MRVP Mobile and 77% being State DMH & Tenant Based (0 vacancies out of 30).

5. Unfinished Business – None**6. New Business – Executive Director**

- a. Resolution 2025-8 FY2025 Budget Update. Motion made by Tenant Board Member to approve the FY2025 Budget Update; Board Member Denise Ivaldi seconded the motion, with all in favor.
- b. Resolution 2025- Accounting Service Contract. Motion made by Treasurer to approve the Accounting Service Contract; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence – None**8. Motion to Adjourn**

There being no further business, Board Member Denise Ivaldi made a motion to adjourn the meeting at 3:22p.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

April 23, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Evelyn Perez, Director of Housing Management Services

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, and Denise Ivaldi-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 Housing Management Services Evelyn Perez. Executive Director declared a quorum present and called the meeting to order at 3:08p.m.
- b. The minutes of March 19, 2025 were presented. With no discussion, Board Member Denise Ivaldi made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director provided an update on the Habitat for Humanity project and the MHP development application for Allencrest. Executive Director discussed the CFA award, the two FSS Graduates, and the Vacancy Open House. Administrative Assistant/Special Projects provided an update on the two open board seats. There were two candidates who submitted letters of interest. On April 28th, they will be presented at the town meeting and then on May 12th interviews will occur. Executive Director talked about Management Agreements.

3. Financial Report

- a. The financials of January and February 2025 were reviewed. Treasurer made a motion to approve the January and February 2025 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

The roof at Sunset has been delayed 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 project is complete. The certificates of substantial and final completion need to be executed.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

The pre-construction meeting was held 3/7/25. Construction is scheduled to begin 5/5/25 and end 6/20/25.

667-4 Elevator Replacement FISH#153140

The pre-construction meeting was held 3/21/25. The project is expected to take 365 days.

667-4 and 667-3 Paving 153146

Project is out for bids. Bids are due 4/25/25. A pre-bid meeting was held on 4/7/25.

There was a large turn-out so hopefully we will receive a number of bids.

Work Order Report: As of today, there is a total of 347 with 268 completed and 79 open. Out of these, 36 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We have 5,518 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,395 Two-bedroom and 3,746 Three-bedroom applicants on the waiting list. There were 5 lease-ups and 5 vacancies in March. Overall occupancy is 98.74%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 90% for Vouchers leased; 83% being State MRVP Mobile and 77% being State DMH & Tenant Based (0 vacancies out of 30).

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

- a. Resolution 2025-1 CSC and CFC Hot Water Loop Replacement Project 153134. Motion made by Board Member Denise Ivaldi to approve the CSC and CFC Hot Water Loop Replacement Project 153134; Tenant Board Member seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2025-1 Vacant Unit Turnover Task Force.
- b. EOHLC PHN 2025-2 Comprehensive Modernization NOFA
- c. EOHLC PHN 2025-3 Amended Housing Situation Priority Policy for CSO
- d. EOHLC PHN 2025-4 SS Fairness Act

8. **Motion to Adjourn**

There being no further business, Board Member Denise Ivaldi made a motion to adjourn the meeting at 3:29p.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

May 21, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Marcel Leger, with son and daughter

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present, Yaw Addow-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 April 23, 2025 were presented. With no discussion, Board Member Denise Ivaldi made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director presented a plaque to Marcel Leger for his 40 years as a board member. Executive Director stated Habitat for Humanity held a lottery for the home; the family awarded turns out to be a family living at Allencrest. Executive Director stated MHP will be coming, on Friday (5/23) at 10am, to do a site tour at Allencrest. We should have two new board members by next month's board meeting; the board members agreed to hold off on Election of Officers till then. Executive Director reviewed the PMR. Executive Director informed the board members that MassNAHRO Annual Conference at the Sea Crest is open for reservations. Tenant Board Member stated he is interested in attending.

3. Financial Report

- a. The financials of March 2025 were reviewed. Treasurer made a motion to approve the March 2025 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

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

667-3 Replace Federal Pacific Electric Panel FISH# 153136

The pre-construction meeting was held 3/7/25. Construction is scheduled to begin 5/19/25 and end 7/01/25.

667-4 Elevator Replacement FISH#153140

The pre-construction meeting was held 3/21/25. The project is expected to take 365 days. Material and parts are on order and will take several months to arrive. We will determine an actual installation schedule once parts are received.

667-4 and 667-3 Paving 153146

We received seven bids on 4/18/25. The low bidder was Sunshine Paving Corporation in the amount of \$378,000. The project estimate was \$555,000.

Work Order Report: There was a total of 335 with 291 completed and 44 open. Out of these, 44 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We have 5,620 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,515 Two-bedroom and 3,832 Three-bedroom applicants on the waiting list. There were 6 lease-ups and 4 vacancies in April. Overall occupancy is 98.49%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 89% for Vouchers leased; 83% being State MRVP Mobile and 87% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** - None

6. **New Business** – Executive Director

- a. Resolution 2025-11 Acceptance and Approval of Low Bidder for Asphalt Replacement Project 153146. Motion made by Board Member Denise Ivaldi to approve the Acceptance and Approval of Low Bidder for Asphalt Replacement Project 153146; Tenant Board Member seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2025-05 Revised Income Limits for Admission & FMRs for Continued Occupancy

8. **Motion to Adjourn**

There being no further business, Tenant Board Member made a motion to adjourn the meeting at 3:22 p.m. Board Member Denise Ivaldi seconded and with all in favor the meeting was adjourned.

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

June 18, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, 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
Cathy Santiago, Director of Housing Management Services
Shane Parsons, Director of Facilities

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, and Denise Ivaldi-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, Director of Housing Management Services Cathy Santiago, and Director of Facilities Shane Parsons. The Chair declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of May 21, 2025 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 stated a family has been selected for the Habitat for Humanity home. The title for the potential site at Allencrest has been cleared with MHP/Bohler. We will be coordinating with Bohler for site access. The Board agreed to hold off on the Election of Officers until the two new board members have joined. Executive Director discussed the personnel changes, as Evelyn Perez and Gerson Cintron left for new opportunities. Executive Director introduced Cathy Santiago as the new Director of Housing Management Services. Executive Director stated Shane Parsons is the new Director of Facilities. Jessica Davies is the new Admissions Manager/Sterling Housing Authority Manager. Executive Director discussed the Sea Crest; Union negotiations are ongoing. Executive Director discussed bringing staff to a WooSox game, on either 7/30 or 8/7, for staff appreciation; the board members agreed for Executive Director to move forward with the plan.

3. Financial Report

- a. The financials of April 2025 were reviewed. Treasurer made a motion to approve the April 2025 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

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

667-3 Replace Federal Pacific Electric Panel FISH# 153136

Construction is underway and expected to be completed by 7/01/25.

667-4 Elevator Replacement FISH#153140

The pre-construction meeting was held 3/21/25. The project is expected to take 365 days. Material and parts are on order and will take several months to arrive. We will determine an actual installation schedule once parts are received.

667-4 and 667-3 Paving 153146

We received seven bids on 4/18/25. The lowest bidder was Sunshine Paving Corporation in the amount of \$378,000. The project estimate was \$555,000. We are waiting for the contract signed by HLC to schedule the pre-construction meeting.

Work Order Report: There was a total of 346 with 321 completed and 25 open. Out of these, 47 were Emergencies and 46 have been completed.

b. State-Aided Housing Report – Executive Director

We have 5,763 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,673 Two-bedroom and 3,921 Three-bedroom applicants on the waiting list. There were 8 lease-ups and 3 vacancies in May. Overall occupancy is at 98.49%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 89% for Vouchers leased; 83% being State MRVP Mobile and 90% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** – None

6. **New Business** – Executive Director

- a. Resolution 2025-12 Approval of Third Signatory to execute CFAs on Behalf of Board Members. Motion made by Board Member Denise Ivaldi to approve Treasurer Ann West as the Third Signatory to execute CFAs on Behalf of Board Members; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2025-13 Acceptance of Leominster Housing Authority Administrative Plan. Motion made by Board Member Denise Ivaldi to approve the Leominster Housing Authority Administrative Plan; Treasurer seconded the motion, with all in favor.
- c. Resolution 2025-14 Wage Match for State Housing Program Tenants. Motion made by Tenant Board Member to approve Wage Match for State Housing Program Tenants; Treasurer seconded the motion, with all in favor.

7. **Other Correspondence**

- a. EOHLC PHN 2025-6 Preventative Maintenance Planning Year Criteria

8. **Motion to Adjourn**

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

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

August 20, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member
Tamara Castro, Member

Members Absent:

None

Also Present:

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

1. Meeting Called to Order

- a. Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, Denise Ivaldi-present, and Tamara Castro-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 18, 2025 were presented. With no discussion, Board Member Denise Ivaldi made a motion to approve the minutes; Treasurer seconded, with all in favor.

2. Executive Director Report

- a. Executive Director introduced new board member Tamara Castro. Executive Director provided an update on the MHP Development Application for Allencrest. Executive Director talked about the election of officers; the board members requested to move the elections to September's meeting. Executive Director introduced Giovanna Rivera as the new RSC for the Leominster seniors, Sterling and West Boylston locations. Edgar Luna also recently started as the new Groundskeeper. Executive Director thanked the board members for approving the Employee Appreciation Day at Polar Park; Executive Director showed photos of the staff outing. Executive Director talked about a potential management agreement with Groton. Executive Director discussed the MassNAHRO conference at the Sea Crest.

3. Financial Report

- a. The financials of May and June 2025 were reviewed. Board Member Denise Ivaldi made a motion to approve the May and June 2025 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

The roof at Sunset has been delayed due to an on-going legal issue with a cell carrier who has an antenna located on the roof. As of 8/12/25 we are scheduling a site visit with

AT&T's designer so they can begin to redesign their structure that is causing the issue with our roof replacement.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

Construction is underway and 90% complete as of 8/12/25. We expect the project to be finished by next month.

667-4 Elevator Replacement FISH#153140

Construction is scheduled to begin in September.

Work Order Report: There was a total of 317 with 281 completed and 36 open. Out of these, 35 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We have 5,997 Elderly/Young Disabled applicants on the waiting list. For Family, there are 8,935 Two-bedroom and 4,049 Three-bedroom applicants on the waiting list. There were 6 lease-ups in June and 8 lease-ups in July. There were 6 vacancies in July. 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 87% being State DMH & Tenant Based (26 vacancies out of 30).

5. Unfinished Business – None

6. New Business – Executive Director

- a. Resolution 2025-15 Adoption of E.D. Contract to Match Personnel Policy Vacation Time. Motion made by Treasurer to approve the Adoption of E.D. Contract to Match Personnel Policy Vacation Time; Tenant Board Member seconded the motion, with all in favor.
- b. Resolution 2025-16 Approval of Hot Water Loop Change Order Proposal #4. Motion made by Tenant Board Member to approve the Approval of Hot Water Loop Change Order Proposal #4; Treasurer seconded the motion, with all in favor.
- c. Resolution 2025-17 Approval of Elevator Project Change Order #1. Motion made by Board Member Denise Ivaldi to approve the Approval of Elevator Project Change Order #1; Tenant Board Member seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-7 Vacancy Initiative 2.0
- b. EOHLC PHN 2025-8 American Resolution 250th Anniversary Celebration Funding
- c. EOHLC PHN 2025-9 Annual Plan Update
- d. EOHLC PHN 2025-10 Mandatory Data Reporting

8. Motion to Adjourn

There being no further business, Tenant Board Member 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

October 8, 2025

Members Present:

Ann West, Treasurer
Yaw Addow, Tenant Board Member
Denise Ivaldi, Member

Members Absent:

Tamara Castro, 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
Emma McGurran, Massachusetts Housing Partnership (MHP) Associate Program Manager
Carsten Snow-Eikelberg MHP Senior Real Estate Development Officer

1. Meeting Called to Order

- a. The Executive Director asked for a roll call – Ann West-present, Yaw Addow-present, and Denise Ivaldi-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Director of Leased Housing Suzanne Bonney, Director of Leased Housing Lila Fernandez, Massachusetts Housing Partnership Associate Program Manager Emma McGurran, and Massachusetts Housing Partnership Senior Real Estate Development Officer Carsten Snow-Eikelberg. The Chair declared a quorum present and called the meeting to order at 3:02p.m.
- b. The minutes of August 20, 2025 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. MHP staff, Emma McGurran & Carsten Snow-Eikelberg, discussed the potential building of apartments in the back area at Allencrest. The land is flat, property records were clear, and the land has been surveyed. Emma explained the report from Bohler: potential of a four-story building with 51 units and one-to-one parking. Emma stated this was one version of a potential layout and a developer might have another concept. LHA would be leasing the land to a developer and could use the payments to build a new garage or other projects. The board expressed concerns about the parking lot taking up a lot of green space. Emma explained that the RFP does have a clause that the Board can vote down all the proposals. Carsten stated the Board would determine the affordability of the units and add green space versus parking. Carsten recommended the LHA reach out to the Mayor to discuss the possibility of development; she explained that having the backing of the town for the development is beneficial. The consensus of the board members was to have further discussions. Emma stated she would email over a questionnaire for the Board Members to review. Board Members agreed to submit any questions they have to the Executive Director, who will pass it along to Emma and Carsten.

- b. Executive Director discussed the Election of Officers. Ann made a motion to nominate the full slate: Denise Ivaldi as Chair, herself as Vice Chair and Yaw Addow as Treasurer. Board Member Yaw Addow seconded with all in favor. Executive Director discussed the Union contract and management agreement potential. Executive Director talked about the MassNAHRO Conference at the Sea Crest.

3. Financial Report

- a. The financials of July and September 2025 were reviewed. Treasurer made a motion to approve the July and September 2025 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

The roof at Sunset has been delayed due to an on-going legal issue with AT&T who has an antenna located on the roof. We are scheduling a site visit with AT&T's designer so they can begin to redesign their structure, which is causing the issue with our roof replacement. We contacted AT&T to schedule on 09/22/25 and now we are waiting for a reply.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

This project is at substantial completion with 95% complete. There is a resolution to approve the certificate of substantial completion.

667-4 Elevator Replacement FISH#153140

Construction began 9/15/25. One elevator is currently being replaced. That is expected by the end of the year. Then, the new elevator will be put in service while the next is worked on for another 4-5 months.

667-4 and 667-3 Paving 153146

We received seven bids on 4/18/25. The lowest bidder was Sunshine Paving Corporation in the amount of \$378,000. The project estimate was \$555,000. We sent the signed contract back to HLC for their signature on 9/5/25. Once received, we can begin work.

Work Order Report: There was a total of 309 with 275 completed and 34 open. Out of these, 41 were Emergencies and have been completed.

- b. State-Aided Housing Report – Executive Director

We have 6,101 Elderly/Young Disabled applicants on the waiting list. For Family, there are 9,051 Two-bedroom and 4,128 Three-bedroom applicants on the waiting list. There were 6 lease-ups in August and 1 vacancy in July. Overall occupancy is 99.27%.

- c. Leased Housing Report – Executive Director

Section 8 – We are at 87% for Vouchers leased; 83% being State MRVP Mobile and 90% being State DMH & Tenant Based (0 vacancies out of 30).

5. Unfinished Business – None

6. New Business – Executive Director

- a. Resolution 2025-19 Dish Network Lease Amendment 1. Motion made by Board Member Denise Ivaldi to approve the Dish Network Lease Amendment 1; Treasurer seconded the motion, with all in favor.
- b. Resolution 2025-20 Approval of LHA and AFSCME Union Contract 7/1/2025 to 6/30/2026. Motion made by Treasurer to approve LHA and AFSCME Union Contract 7/1/2025 to 6/30/2026; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2025-21 Affirmative Action Plan Motion made by Board Member Denise Ivaldi to approve the Approval of LHA and AFSCME Union Contract 7/1/2025 to 6/30/2026; Treasurer seconded the motion, with all in favor.
- d. Resolution 2025-22 Approval of Sunset Roof Credit Change Order 153116. Motion made by Tenant Board Member to approve the Sunset Roof Credit Change Order 153116; Board Member Denise Ivaldi seconded the motion, with all in favor.
- e. Resolution 2025-23 CSC and CFC Hot Water Loop 153134. Motion made by Tenant Board Member to approve the CSC and CFC Hot Water Loop 153134; Treasurer seconded the motion, with all in favor.
- f. Resolution 2025-24 CSC Federal Pacific Panel 153136. Motion made by Board Member Denise Ivaldi to approve the CSC Federal Pacific Panel 153136; Tenant Board Member seconded, with all in favor.
- g. Resolution 2025-25 2026 FMR as Payment Standard. Motion made by Board Member Denise Ivaldi to approve the 2026 FMR as Payment Standard; Treasurer seconded the motion, with all in favor.
- h. Resolution 2025-26 2026 Utility Allowance Schedule. Motion made by Board Member Denise Ivaldi; Treasurer seconded, with all in favor.
- i. Resolution 2025-27 Acceptance of Administrative Plan – HUD Section 8 HCV Program. Motion made by Board Member Denise Ivaldi to approve the Administrative Plan – HUD Section 8 HCV Program; Treasurer seconded, with all in favor.
- j. Resolution 2025-28 2025 HUD 5007 Civil Rights Certification & Annual Plan. Motion made by Board Member Denise Ivaldi to approve the 2025 HUD 5007 Civil Rights Certification & Annual Plan; Treasurer seconded, with all in favor.
- k. Resolution 2025-29 Approval of the Budget Revision for FY2025. Director of Finance explained the Budget Revision. Motion made by Treasurer to approve the Budget Revision for FY2025; Tenant Board Member seconded, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2025-11 FY2026 Budget Guidelines
- b. EOHLC PHN 2025-12 Seeking Pre-Qualified Candidates to Serve as Chief Administrative and Financial Officer (CAFO)
- c. EOHLC PHN 2025-13 Amendments to 760 CMR 5.00

8. Motion to Adjourn

There being no further business, Treasurer made a motion to adjourn the meeting at 4:06p.m. Board Member Denise Ivaldi seconded and with all in favor the meeting was adjourned.

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

November 19, 2025

Members Present:

Denise Ivaldi, Chair
Ann West, Vice Chair
Yaw Addow, Tenant Board Member/Treasurer
Tamara Castro, Member

Members Absent:

None

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Aleah Davis, Resident Service Coordinator
Suzanne Bonney, Director of Finance
Shane Parsons, Director of Facilities
Chris Boyer, Director of Modernization
Cathy Santiago, Director of Housing Management Services

1. Meeting Called to Order

- a. Chair asked for a roll call – Denise Ivaldi-present, Ann West-present, Yaw Addow-present, and Tamara Castro-present. Also present at the meeting were Executive Director Benjamin Gold, Assistant Executive Director Adam Gautie, Administrative Assistant/Special Projects Jade Tavares, Resident Service Coordinator Aleah Davis, Director of Finance Suzanne Bonney, Director of Facilities Shane Parsons, Director of Modernization Chris Boyer, and Director of Housing Management Services Cathy Santiago. The Chair declared a quorum present and called the meeting to order at 3:02p.m.
- b. The Annual Plan minutes of October 8, 2025, were presented. With no discussion, Treasurer made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.
- c. The Regular minutes of October 8, 2025, were presented. With no discussion, board member Tamara Castro made a motion to approve the minutes; Tenant Board Member seconded, with all in favor.

2. Executive Director Report

- a. Executive Director discussed MHP's proposal for Allencrest and the walkthrough. Executive Director informed the board members that Director of Facilities Shane Parsons, will be leaving, as of 11/26/2025; interviews are being held for the position. Executive Director talked to the board about having a 3rd year lawyer, who needs to complete pro bono hours, review policies and make updates for uniformity; this person would not have access to any private information. The board members agreed this would be acceptable.

3. Financial Report

- a. The financials of September 2025 were reviewed. Tenant Board Member made a motion to approve the September 2025 financials as presented; Tamara Castro 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

The roof at Sunset has been delayed due to an on-going legal issue with a cell carrier who has an antenna located on the roof. A designer from AT&T conducted a site walk through to begin their assessment on 10/29/25.

667-3 Replace Federal Pacific Electric Panel FISH# 153136

Project is complete.

667-4 Elevator Replacement FISH#153140

Construction underway as of 11/10/2025. Car 1 is offline and currently being replaced. We expect Car 1 to be completed by the end of year. Once complete, Car 2 will be put offline to be modernized with an estimated completion date of Summer 2026.

667-4 and 667-3 Paving 153146

We conducted the pre-construction meeting on 10/22/2025. Actual paving will not occur until Spring 2026.

Work Order Report: There was a total of 361 with 243 completed and 118 open. Out of these, 46 were Emergencies and have been completed.

b. State-Aided Housing Report – Executive Director

We have 6,337 Elderly/Young Disabled applicants on the waiting list. For Family, there are 9,293 Two-bedroom and 4,241 Three-bedroom applicants on the waiting list. There were 2 lease-ups and 0 vacancies in October. Overall occupancy is at 98.05%.

c. Leased Housing Report – Executive Director

Section 8 – We are at 86% 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 2025-30 Approval of Change Order 153136 for Sunset and La Pierre Federal Pacific Panel Replacement Project. Motion made by Tamara Castro to approve Change Order 153136 for Sunset and La Pierre Federal Pacific Panel Replacement Project; Tenant Board Member seconded the motion, with all in favor.

7. **Other Correspondence** – None

8. **Motion to Adjourn**

There being no further business, Treasurer made a motion to adjourn the meeting at 3:19p.m. Board member Tamara Castro seconded and with all in favor the meeting was adjourned.