

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

January 21, 2026

Members Present:

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

Members Absent:

Denise Ivaldi, Chair

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. Executive Director asked for a roll call –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, and Director of Finance Suzanne Bonney. Executive Director declared a quorum present and called the meeting to order at 3:00p.m.
- b. The minutes of November 19, 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 informed the board that Joshua Morais was hired for Lunenburg Maintenance and John Bucciaglia was hired for West Boylston Maintenance. The 3rd year BC Law Students have finished updating some of the policies and two will be presented as Resolutions. On January 8th, a dedication ceremony was held for the Habitat for Humanity house; single mom Gwen and her three children were given the keys to the home. The news article was handed out to the board members. We held three “Coffee & Donuts” events with the residents of Laurie Drive (1/12), Anne O’Connor (1/12), and Notre Dame (1/14). We will be holding this event for the residents of La Pierre and Sunset Towers. Executive Director and Assistant Executive Director will be attending the NERCNAHRO conference February 1st-3rd. The MassNAHRO conference will be held March 22nd-24th.

3. Financial Report

- a. The financials of October and November 2025 were reviewed. Tenant Board Member made a motion to approve the October and November 2025 financials as presented; Board Member 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. AT&T employed TEP OPCO LLC as a designer to redesign their shelter on the roof that is causing the legal concerns. Their designer had a question for our roof designer which was answered on 01/07/2026.

667-4 Elevator Replacement FISH#153140

Construction underway as of 11/10/2025. Car 1 is near completion. There has been an inspection scheduled for the car 1 with the state. Once Car 1 passes inspection, we will put that car in service and then begin to replace Car 2. We are expecting total completion by summer of 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 318 with 301 completed and 17 open. Out of these, 70 were Emergencies and have been completed.

b. **State-Aided Housing Report – Executive Director**

We have 6,536 Elderly/Young Disabled applicants on the waiting list. For Family, there are 9,439 Two-bedroom and 4,351 Three-bedroom applicants on the waiting list. There were 6 lease-ups and 5 vacancies in December. Overall occupancy is at 98.03%.

c. **Leased Housing Report – Executive Director**

Section 8 – We are at 85% for Vouchers leased; 83% being State MRVP Mobile and 97% being State DMH & Tenant Based (0 vacancies out of 30).

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

- a. Resolution 2026-1 Approval of MA State-Aided Property Insurance Program. Motion made by Tenant Board Member to approve the MA State Aided Property Insurance Program; Vice Chair seconded the motion, with all in favor.
- b. Resolution 2026-2 Approval of Updated Reasonable Accommodation Policy. Motion made by Vice Chair to approve the Updated Reasonable Accommodation Policy; Tenant Board Member seconded the motion, with all in favor.
- c. Resolution 2026-3 Approval of Updated Capitalization and Disposition Policy. Motion made by Board Member Tamara Castro to approve the Updated Capitalization and Disposition Policy; Tenant Board Member seconded the motion, with all in favor.

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

There being no further business, Vice Chair made a motion to adjourn the meeting at 3:20p.m. Board Member Tamara Castro seconded and with all in favor the meeting was adjourned.