

**LEOMINSTER HOUSING AUTHORITY
MINUTES OF REGULAR MEETING**

100 Main Street, Leominster, MA

February 25, 2026

Members Present:

Denise Ivaldi, Chair
Ann West, Vice Chair
Tamara Castro, Member

Members Absent:

Yaw Addow, Tenant Board Member/Treasurer

Also Present:

Benjamin Gold, Executive Director
Adam Gautie, Assistant Executive Director
Jade Tavares, Administrative Assistant/Special Projects
Cathy Santiago, Director of Housing Management Services
Sue Honeycutt, Fenton, Ewald and Associates PC

1. Meeting Called to Order

- a. Chair asked for a roll call – Denise Ivaldi-present Ann West-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, Director of Housing Management Services, and Sue Honeycutt from Fenton, Ewald and Associates PC. The Chair declared a quorum present and called the meeting to order at 3:01p.m.
- b. The minutes of January 21, 2026 were presented. With no discussion, Vice Chair made a motion to approve the minutes; Board Member Tamara Castro seconded, with all in favor.

2. Executive Director Report

- a. Executive Director explained that the Ethics Training needs to be completed. There was a brief discussion on MHP & Alllencrest; it was agreed to table this for now. Executive Director talked about the Coffee & Donuts site visits. Executive Director talked about the NERCNAHRO Winter Conference that he and Assistant Executive Director attended. The MassNAHRO Spring Conference will be held in March. Maintenance has done a wonderful job with the snow removal in all the storms.

3. Financial Report

- a. Sue Honeycutt from Fenton, Ewald and Associates PC reviewed the Year's End financials. Sue Honeycutt explained we have done well with the Reserve at 41%. The Executive Director salary was reviewed. We keep 100% of the Solar Credits. Sue Honeycutt talked about the Depreciation Expense and Health Insurance Cost after staff retire; these expenses are what it would cost and are never actually used.
- b. Sue Honeycutt reviewed the Fiscal Year 2026 Budget. Rental Income went up. The budget includes an increase in vacancy repairs and biohazard cost. Heat Pump maintenance is paid for by EOHLC. The EJC needs a new roof, so that was added in; there was a discussion of the dump truck. The Reserve is 36%. With current concerns about the short fall with Section 8, there will not be any new lease-ups. We receive Administration Fees with leasing, so that income has gone down.

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 is now working on the redesign.

667-4 Elevator Replacement #153140

Car 1 was renovated and passed state inspection on 2/4/26 but the door edge detector still has to be installed before the car can be put into service. Once in service, Car 2 will be replaced. 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. We are in the process of setting up another pre-con meeting for the first week of March 2026 to discuss paving schedule and logistics.

667-1 Emergency Lights in Common Hallways # 153159

This is a new project for FY 2026 to replace the emergency lights in the common hallways at Laurie Dr in the amount of \$49,913

667-1 Entry Door Rehab # 153160

This is a new project for FY 2026 to replace the front entry doors in the amount of \$11,344.

667-5 Siding Repairs # 153167

This is a new project for FY2026 replace the siding at Ann O'Connor Village in the amount of \$19,633.

Work Order Report: There was a total of 320 with 306 completed and 14 open. Out of these, 67 were Emergencies and have been completed.

c. 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 1 vacancies in January. Overall occupancy is at 99.25%.

d. Leased Housing Report – Executive Director

Section 8 – We are at 96% for Vouchers leased; 83% being State MRVP Mobile and 96% being State DMH & Tenant Based (0 vacancies out of 30).

5. **Unfinished Business** – None

6. New Business – Executive Director

- a. Resolution 2026-4 Year End 2025 Financial and Federal-State Lead Paint Certifications. Motion made by Vice Chair to approve the Year End 2025 Financial and Federal-State Lead Paint Certifications; Board Member Tamara Castro seconded the motion, with all in favor.
- b. Resolution 2026-5 FY2026 Budget. Motion made by Board Member Tamara Castro to approve the FY2026 Budget. Motion made by Vice Chair to approve the FY2026 Budget; Vice Chair seconded the motion, with all in favor.
- c. Resolution 2026-6 Wage Match for State Housing Program Tenants. Motion made by Board Member Tamara Castro to approve the Wage Match for State Housing Program Tenants; Vice Chair seconded the motion, with all in favor.
- d. Resolution 2026-7 CHAMP Administration Budget Exemption. Motion made by Vice Chair to approve the CHAMP Administration Budget Exemption; Board Member Tamara Castro seconded the motion, with all in favor.

7. Other Correspondence

- a. EOHLC PHN 2026-1 Local Housing Authority Housing Now Program (NOFA)
- b. EOHLC PHN 2026-2 Facilities Condition Assessment
- c. EOHLC PHN 2026-3 RSC/MPSC Job Descriptions, Ethical Standards and Hiring Practices
- d. EOHLC PHN 2026-4 Capital Improvement Plan (CIP) Update

8. Motion to Adjourn

There being no further business, Vice Chair made a motion to adjourn the meeting at 3:51p.m. Board Member Tamara Castro seconded and with all in favor the meeting was adjourned.