

**Leominster Housing Authority  
Minutes – Regular Meeting**

*100 Main Street, Leominster, MA*

January 21, 2015

**PRESENT:**

**Marcel Leger, Vice Chair**  
**Monsignor John Doran, Treasurer**  
**Karen Buckley, Member**

**ABSENT:**

**Gregg Lisciotti, Chair**  
**Yanneth Bermudez-Camp, Member**

**ALSO PRESENT:**

**Eugene Capoccia, Secretary**  
**Peter Proulx, A.E.D.**  
**Denise Ivaldi, Recording Secretary**

There were no tenants present.

1. At 3:00 p.m. the meeting opened. The Vice Chair declared a quorum present and called the meeting to order.
2. The minutes of December 21, 2014 were presented; Monsignor Doran made a motion to accept the minutes. Karen Buckley seconded; all were in favor. Monsignor asked when the railings would be finished at Allencrest. Peter responded by February 6<sup>th</sup>.
3. The Executive Director went over his Executive Director's Report highlighting his accomplishments over the past 25 years. The Vice Chair commented that it was a very good report; 25 years of well doing. He added that the Executive Director did a superb job and deserves a great hand. He appreciates all the work the Executive Director has done for the housing authority over the years. A discussion followed on how the Allencrest family complex has improved over the years; ending with the on-going modernization project made possible by the HILAPP award.

4. The Executive Director noted that the financials would not be available until January 23<sup>rd</sup> as it is the year-end report and it takes longer to complete.
5. The Assistant E.D. went over the Facilities Report:
  - a. Occupancy rates are 94% at Laurie Drive, 99% at Sunset Towers and 100% at LDC.
  - b. Majority of work orders are completed same day. Annual inspections create a lot of work orders at the end of the year.
  - c. We are changing the schedule of inspections; they will now be completed March through October of each year.
  - d. DHCD Facilities Group came out today. They like what Leominster is doing with annual inspections and reports. They want to use it as a model for other housing authorities.
6. Stated-Aided Housing Report:

DHCD Facilities Group came out today. They like what Leominster is doing with annual inspections and reports. They want to use it as a model for other housing authorities.
7. Section 8 Housing Choice Voucher Report:
  - a. Everything is going well.
  - b. We have 398 leased units; we are able to go to 399 units.
8. The following resolutions were presented by the Vice Chair:

**RESOLUTION TO APPROVE THE APPLICATION FOR CAPITAL  
IMPROVEMENT PLAN – FORMULA FUNDING TO DHCD**

**Resolution 201501**

Whereas: DHCD will annually provide a given amount of capital development funding through a “formula funding” allocation to address deficiencies and deferred maintenance issues identified and,

Whereas: The Leominster Housing Authority has the need to submit an application for Capital Improvement Plan (CIP) to DHCD for the years 2015, 2016, 2017, 2018 and 2019 and,

Whereas: A meeting was held with the tenants on January 9, January 15 and January 16, 2015 for their comment and input as required by DHCD.

NOW THEREFORE BE IT RESOLVED,

That the members of the Leominster Housing Authority Board of Commissioners have reviewed and approved the five year Capital Improvement Plan (CIP) Formula Funding for years 2015, 2016, 2017, 2018 and 2019 as presented and further authorize the Executive Director to submit the application to DHCD.

RESOLVED, Motion made by Monsignor Doran to authorize the Executive Director to submit the application for Capital Improvement Plan (CIP) Formula Funding, as proposed, to DHCD.

SECONDED, Karen Buckley seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR CERTIFICATION OF 2014 COMPLIANCE  
WITH NOTIFICATION PROCEDURES FOR FEDERAL  
AND STATE LEAD PAINT LAWS

Resolution 201502

Whereas: The Leominster Housing Authority has the need to be in compliance with notification procedures for Federal and State lead paint laws as follows:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F “*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale of Lease of Residential Property*”,
2. Massachusetts Department of Public Health Lead Poisoning Prevention and Control regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation*”, and

4. Massachusetts Division of Occupational Safety Deleading and Lead-Safe Renovation Regulations at 454 CMR 22.00.

Whereas: the Leominster Housing Authority is maintaining proper record-keeping related to such requirements.

Whereas: DHCD has mandated that housing authority boards certify the compliance.

NOW THEREFORE BE IT RESOLVED,

That members of the Leominster Housing Authority Board of Commissioners certify that the Leominster Housing Authority is in compliance with notification procedures mentioned above and that the Leominster Housing Authority is maintaining proper record-keeping related to such requirements for year 2014.

RESOLVED, Motion made by Monsignor Doran for certification of compliance with the notification procedures for Federal and State Lead Paint Laws.

SECONDED, Karen Buckley seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION FOR AUTHORIZATION OF CHANGE ORDER  
NUMBER FOUR IN CONJUNCTION WITH THE  
ALLENCREST (200-1) BUILDING ENVELOPE MODERNIZATION

DHCD PROJECT NUMBER 153054

Resolution 201503

Whereas: The Leominster Housing Authority has the need to sign a Change Order Number Four in conjunction with the Allencrest (200-1) building envelope modernization and,

Whereas: This Change Order Number Four will increase the contract by \$102,810.94.

NOW THEREFORE BE IT RESOLVED,

That the Leominster Housing Authority Board of Directors authorizes the Chair or the Executive Director/Assistant Executive Director to sign the Change Order Number Four in conjunction with the Allencrest (200-1) building envelope modernization now being undertaken by the Department of Housing and Community Development and the Leominster Housing Authority.

RESOLVED, Motion made by Karen Buckley to authorize the signing of the Change Order Number Four by the Chair or Executive Director/Assistant Executive Director in conjunction with the Allencrest (200-1) building envelope modernization currently being undertaken by the Leominster Housing authority and the Department of Housing and Community Development.

SECONDED, Karen Buckley seconded the motion, and the motion was passed unanimously.

RESOLUTION AUTHORIZING THE SUBMISSION OF THE  
LEOMINSTER HOUSING AUTHORITY  
SEMAP CERTIFICATION TO HUD

RESOLUTION 201504

WHEREAS: The Leominster Housing Authority is required by HUD to submit an annual SEMAP Certification as required by 24CFR sec 985.101, and,

WHEREAS: The Leominster Housing Authority's fiscal year end is December 31, 2014 and,

WHEREAS: The Leominster Housing Authority has collected the information concerning the performance of the Housing Authority and provides assurance that there is no evidence of seriously deficient performance,

NOW THEREFORE BE IT RESOLVED,

That the Leominster Housing Authority authorizes the Executive Director to electronically submit the SEMAP Certification,

RESOLVED, Motion made by Karen Buckley to accept the Section 8 Management Assessment Program (SEMAP) Certification,

SECONDED, Monsignor Doran seconded the motion, and the motion was passed by a unanimous vote.

9. Board Members were given information on the Mass NAHRO Board Member Certification Program which provided dates and locations of sessions (if members were interested in attending).

10. No resident participation was requested for this meeting.

There being no further business, motion to adjourn the meeting at 3:55 p.m. was made by Monsignor Doran. Karen Buckley seconded; all were in favor.