

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting, August 18, 2026, at 4:30 pm.

The meeting was called to order by Chairperson Cozzaglio at 4:30 pm

Members in Attendance: Sandra Cozzaglio, Chairperson
Lisa Sloane
Hilda Jongkind
Kathy DeVarennnes
Jennifer Heath
Deborah M. Pedercini, Executive Director

Members Absent:

1. Public Comment (two minutes) on any Agenda Item

None

2. Minutes of the Special Meeting of June 30 2026

The director presented the minutes of the June 30, 2026, meeting.

Member DeVarennnes made a motion to approve the minutes of the Special Meeting of June 30, 2026. Chairperson Cozzaglio seconded the motion. Members Sloane and Jongkind abstained due to absence. Vote 3-2

Minutes of the Regular Meeting of July 21, 2026

The director presented the minutes of the July 21, 2026, meeting.

Member Jongkind made a motion to approve the minutes of the Regular Meeting of July 21, 2026, as amended with a spelling correction. Member DeVarennnes seconded the motion. Vote 5-0

3. Programs

667 Currently there are two (2) vacant units at Brown Memorial Court. Units #30 and #36; currently have a waitlist and are in screening for tenants. Unit #30 is ready for occupancy, and a new tenant is in process. Unit #36 is still waiting for installation of flooring and should be ready for occupancy within 30 days. Current Waitlist: 2607

705 Currently, there are two (2) vacant units at Clarke Court, #30 and #47 which will be on delay for at least 30-45 days waiting for cabinets and flooring. Current Waitlist: 10,068.

689 Both properties are running well. The director informed the board that the gutter and downspout project at 185 Marble, Budd House is a bit delayed but should finish on time.

4. Old Business

a. FISH #150513 Exterior Painting of Buildings West and North at Brown Memorial Court

Bids were opened on July 22, 2026, with two bids received; Gentlemen's Painting \$89,000, Apiary Painting, \$94,700. EOHLC has approved the low bid to Gentlemen's Painting. Apiary Painting filed a formal Bid Protest with the AG's office claiming that Gentlemen's Painting did not comply with the following:

1. Section 1.03 B Selection Criteria Similar Projects: Claims that Gentlemen's Painting did not demonstrate five (5) similar projects, only four (4).

Gentlemen's Painting did not list the Lee Housing Authority Brown Memorial Court West Side Painting Project which would have made the fifth project. It is of the opinion of LHA as well as EOHLC that it was not necessary as LHA was bid requester and had already established this fact.

2. Section 1.03 Reference Form Incomplete: stating failure to provide five (5) references.

Gentlemen's Painting did not list the Lee Housing Authority which would have made the fifth reference. It is of the opinion of LHA as well as EOHLC that it was not necessary as LHA was bid requester and had already established this fact.

EOHLC would like the Board to approve FISH #150513 Exterior Painting of Buildings West and North at Brown Memorial Court pending a decision from the Attorney General's answer to the Bid Protest.

A motion to approve FISH #150513 Exterior Painting of Buildings West and North at Brown Memorial Court pending a decision from the Attorney General's answer to the Bid Protest was made by chairperson Cozzaglio. Motion was seconded by member Sloane. Vote 5-0

5. New Business

a. Attendance Tracking of Board of Directors Meetings

EOHLC mandates that Local Housing Authority (LHA) Board members must attend all regularly scheduled board meetings unless they have a validated, excused absence for good cause. Meeting attendance tracking and adherence to Massachusetts Open Meeting Law are strictly regulated to maintain housing authority compliance. Meetings may be remote in special circumstances, however, they will need to be virtual and added to the agenda in advance. Notification to the director or chairperson must be made prior to the meeting notice unless an unforeseen event occurs. Meetings require a physical or virtual quorum of voting board members present to officially call a meeting to order and conduct official votes.

The director stated that in order to comply, a roll-call vote will need to be called at the start of each meeting, all votes, as well as the adjournment. This must be called at each regular and special meetings of the board of directors.

Member DeVarennes stated that she had requested this topic be put on the agenda for clarification for the new board members. She stated the importance of attendance when you volunteer for a committee, you are aware of the meeting dates and that you should schedule accordingly. She continued that member attendance is expected and it is your responsibility to the board and the Town of Lee.

Member DeVarennes also asked for clarification in relation to the virtual (ZOOM) meeting notice. She requested that notice be given to the director in a timely manner if unable to attend the scheduled meeting. This will give ample time to add a link to the agenda. Meeting notices are submitted to the clerk at town hall on Thursday mornings for a Tuesday meeting unless it is a special meeting.

b. Facilities Condition Assessment (FCA)

The Facilities Condition Assessment was conducted July 8, 9, & 10, 2026. All LHA properties were inspected by the state inspector with the assistance of director Pedercini and maintenance mechanic, Shaun Wilcox. The following violations were cited:

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185 Marble Street-Budd House: Building exterior walls, and front entrance door will need repairs. Carpeting in the office on side B needs removal and replacing. There are areas of cracking in the asphalt walkways that need repair. Work orders have been submitted and are in the process of completion.

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150 Laurel Street: Front exterior door is rusted, and exterior light pole fixture is damaged and needs to be repaired. Work orders have been submitted and are in the process of completion.
Brown Memorial Court Maintenance Garage

The ceiling in the maintenance garage is stained and needs painting, damaged areas of the building exterior need repair. Work orders have been submitted and are in the process of completion.

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Brown Memorial Court concrete retaining walls cracked, and various brick work needs repair. This is in our Capital Improvement Plan.

Parking lots at Brown Memorial Court have significant cracking and require cutting and patching. LHA is in process of receiving quotes for this work to begin.

705-Clarke Court

Unit #45, burners on range are inoperable. New range was purchased on July 12, 2026. Work completed.

Sidewalks at Clarke Court have significant cracking and require repair. Work order has been submitted and is in the process of completion.

Overall, the inspection went well, there were no major violations, and the work orders will be completed very soon.

6. Financial

a. Monthly check register for July 31, 2026

The Monthly Check Register for July 31, 2026, was presented to the board. After review, a motion was made by member DeVarennnes to accept the check register for July 31, 2026, as presented. The motion was seconded by member Jongkind. Vote 5-0.

b. Monthly Balance Sheets as of June 30, 2026

The balance sheets for the month ending June 30, 2026, were presented to the board. The reserve level as of June 30, 2026, for the 4001 program is 71.32 % \$198,762.05. The 689-program reserve level is at 325.93% \$116,250.44 as of June 30, 2026.

c. Year End Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2026

Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2026, were presented to the board for approval. Motion was made by member Sloane to accept the Quarterly Operating Statements and Modernization Cost Reports for the Lee Housing Authority 4001 and 689 programs as of June 30, 2026. The motion was seconded by member Jongkind. Vote 5-0

d. Year End FY 2026 Financial Statements Certification, Certification of Top 5 Compensation

The Year End FY 2026 Financial Statements, Certification, Certification of Top 5 Compensation documents were presented to the board for approval.

Member Sloane made a motion to approve the Year End FY2026 Financial Statements, Certification, and Certification of Top 5 Compensation. Member Jongkind seconded the motion. Vote 5-0.

Lead Paint Certification for FY 2026

The FY 2025 Lead Paint Certification form was presented to the board for approval.

Member DeVarennnes made a motion to approve the FY 2026 Lead Paint Certification. Motion was seconded by member Sloane. Vote 5-0.

e. Write-Offs For Uncollectable Rents

The director informed the board that there was a total of \$2,802.32 to be written off for uncollectable rents.

A 705 tenant at Clarke Court vacated, with a balance of \$2,802.32.

The director called for a motion to approve a write-off amount of \$2,802.32 as the LHA has exhausted all attempts to collect the bad debt in accordance with the LHA Write-Off Uncollectable Rents Policy.

Member Jongkind made a motion to approve the uncollectable rents for write-off in the amount of \$2,802.32 Member DeVarennnes seconded the motion. Vote 5-0.

7. Executive Director's Report

a. Executive Director's benefit balance as of August 21, 2026

Vacation: 48 Personal: 13.5 Sick: 300.72

The director informed the board that she will be attending the MA NAHRO Annual Fall Conference in Falmouth on Sunday, September 13, 2026, returning Wednesday September 16, 2026. She requested that the Regular Meeting be postponed to September 22, 2026.

Chairperson Cozzaglio made a motion to postpone the meeting of September 15, 2026, to September 22, 2026. Motion was seconded by member Jongkind. Vote 5-0

b. Approval of Administrative Compensation Funds for FISH#150516

EOHLC allows additional admin funds for certain large projects, our current project, FISH #150516, Turnover at Clarke Court is one of those projects. As a part-time Executive Director, EOHLC allows compensation for extra hours worked on specific projects where admin is available. Lee Housing Authority has received funds for admin; however, the board of directors must vote to approve the expenditure before EOHLC will release any funds.

The director requested approval of \$611.50 in admin funds from FISH #150516.

A motion to approve the request for \$611.50 admin funds from FISH #150516 Turnover at Clarke Court was made by member Sloane. Motion was seconded by Chairperson Cozzaglio. Vote 5-0.

c. Approval of Administrative Compensation Funds for FISH#150513

EOHLC allows additional admin funds for certain large projects, our current project, FISH #150513, Brown Memorial Painting is one of those projects. As a part-time Executive Director, EOHLC allows compensation for extra hours worked on specific projects where admin is available. Lee Housing Authority has received funds for admin; however, the board of directors must vote to approve the expenditure before EOHLC will release any funds.

The director requested approval of \$415.82 in admin funds from FISH #150513.

A motion to approve the request for \$415.82 admin funds from FISH #150513 Brown Memorial Painting Project was made by member DeVarennnes Motion was seconded by member Sloane. Vote 5-0.

8. Adjournment

With no further action to come before the board, a motion to adjourn was in order.

Member DeVarennnes made a motion to adjourn; member Sloane seconded the motion. Vote 5-0

A roll-call vote was called. Cozzaglio, yea, Sloane, yea, DeVarennnes, yea, Jongkind, yea, Heath, yea.

The meeting was adjourned at 5:03 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 22, 2026

Submitted by:

Deborah M. Pedercini
Executive Director