LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting July 23, 2024, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:30 p.m.

Members in Attendance: Sandra Cozzaglio, Chairperson

 Thomas Logsdon

 Marjorie Donovan

 Thomas Unsworth

Deborah M. Pedercini, Executive Director

Members Absent: Jennifer Heath

1. Public Speak (two minutes) on Agenda Item

None.

2. Minutes of the Regular Meeting of June 18, 2024.

A motion was made by member Logsdon to approve the minutes of the Regular Meeting of June 18, 2024, as presented. Motion was seconded by member Donovan. Vote 3-0. Member Unsworth abstained due to absence.

Minutes of the Special Meeting of June 27, 2024.

A motion was made by member Logsdon to approve the minutes of the Special Meeting of June 27, 2024, as presented. Motion was seconded by member Donovan. Vote 4-0

3. Programs

667 Currently there are two (2) vacant units at Brown Memorial Court as our newest tenant recently vacated his unit due to a family crisis. A pull list for unit #14 and unit #7 is currently in process. Current Waitlist: 1842

705 Currently, there are four (4) vacant units at Clarke Court; #15, a handicapped 3- bedroom unit, which is in the process of screening a prospective tenant. Units #7 and #27, three-bedroom units, and unit #32 recently vacated at the end of June; a two-bedroom unit which will need some renovation. Current Waitlist: 7034

689 Laurel Street is slated to have the building painted in the Fall, bids were returned on June 28, 2024, with CK Roofing from Newton being the low bidder in the amount of $33,914.

185 Marble Street-Department of Developmental Services has accepted the July 1, 2024, contract renewal with all stipulations that were previously discussed regarding the maintenance of the newly installed bathtubs. DDS has agreed to maintaining their own lawn and snow removal effective July 1, 2025. Currently, LHA maintains the lawns and snow removal. Relinquishing the upkeep of the exterior property of this unit will be beneficial to our maintenance crew as they focus on the continued maintenance of our properties at Brown Memorial and Clarke Court.

4. Old Business

1. FISH #150082 Budd House Bathroom Renovation Update

The new hot water tank was installed by Cardillo Plumbing, July 17, 2024, so far this seems to be working well for the bathtub units. The Department of Developmental Services has agreed to reimburse the LHA for this installation.

5. New Business

1. GASB 74/75 Results of Valuation of LHA Other Postemployment Benefits Plan (OPBP)

The director presented the results of the actuarial valuation of the Lee Housing Authority Other Postemployment Benefits Plan (OPBP) for Fiscal Year 2024 for the Governmental Accounting Standards Board (GASB). This fiscal year had a loss of $239,208 or 32.37% This is due mainly to the earlier than expected retirement of an employee who elected healthcare coverage for themselves and their spouse. We will again experience this with the recent retirement benefits of our maintenance person as well as their spouse in the coming fiscal year.

There was no vote, as this was just informational.

1. Records Access Officer Designation

On June 18, 2024, the director attended the Mass NAHRO training on Massachusetts Public Records Law. During the training, they discussed best practices for responding to records requests. During the training, it was recommended that all agencies have a designated Records Access Officer. This position can be designated to the position rather than the person, this way when employees vacate, there is no need to reappoint. Therefore, this agency will need to designate the Executive Director as the Records Access Officer.

Chairperson Sandra Cozzaglio made a motion to designate the Executive Director to be the Records Access Officer. Member Unsworth seconded the motion. Vote 4-0

The director will add this to the LHA policy book.

1. FISH#150078 150 Laurel Street Painting Award

On June 28, bids were due for the painting of 150 Laurel Street, there were four bidders, K&G Remodeling, $79,850, JD&D Construction, Inc. $38,000, Dean Couture General Contractor, $35,085 and the low bidder, C&K Roofing, Inc. $33,914.

The architect, Jody Barker, has reviewed the references presented by C&K Roofing and finds everything to be in order and recommends awarding the contract to them in the amount of $33,914.

Member Unsworth made a motion to award C&K Roofing, Inc. the contract for FISH #150078 150 Laurel Street Painting in the amount of $33,914 pending approval from EOHLC. Motion was seconded by member Logsdon. Vote 4-0

6. Financial

1. Monthly check register for June 30, 2024

The Monthly Check Register for June 30, 2024, was presented to the board. After review, a motion was made by member Logsdon to accept the check register for June 30, 2024, as presented. Motion was seconded by member Donovan. Vote 4-0.

1. Monthly Balance Sheets as of May 31, 2024

The balance sheets for the month ending May 31, 2024, were presented to the board.

The reserve level as of May 31, 2024, for the 4001 program is 122.04%. The 689-program reserve level is at 363.65% as of May 31, 2024.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of July 20, 2024

Vacation: 44 Personal: 9 Sick: 214.37

8. Community Preservation Act Committee Report

There was no new activity.

9. Resident Services Coordinator Report for month ending June 30, 2024.

The June 2024 RSC report was presented to the board. A total of three (3) tenants were assisted with social cohesion, health and wellness and accessing benefits. A courtyard concert and pizza party are scheduled for July 31, 2024

10. Any topic the Chairperson could not reasonably anticipate.

None.

With no other business to come before the board, a motion to adjourn was in order.

11. Adjournment

Member Unsworth made a motion to adjourn the meeting. Motion was seconded by member Donovan. Vote 4-0.

The meeting was adjourned at 4:54 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 20, 2024**

Submitted by:

Deborah M. Pedercini, Executive Director