LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting October 22, 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 Unsworth

 Thomas Logsdon

 Marjorie Donovan

Deborah M. Pedercini, Executive Director

Members Absent: Jennifer Heath

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

None.

2. Minutes of the Regular Meeting of August 20, 2024.

Member Donovan made a motion to approve the Minutes of the Regular Meeting of August 20, 2024, as presented. Chairperson Cozzaglio seconded the motion. Member Unsworth abstained due to absence. Vote 3-1

Minutes of the Regular Meeting of September 17, 2024

Member Donovan made a motion to postpone the Minutes of the Regular Meeting of September 17, 2024, as presented, due to absence of members at said meeting. Member Logsdon seconded the motion. Vote 4-0

3. Programs

667 Currently there are two (2) vacant units at Brown Memorial Court. #14 and #7 are both under offer and will sign leases on November 1, 2024. This will bring all of Brown Memorial Court units occupied. Current Waitlist: 2044

705 Currently, there are two (2) vacant units at Clarke Court; Units #27, a three-bedroom unit ready for a tenant and unit #32; a two-bedroom unit which will need some renovation. A present tenant that is over housed will be transferring to Unit #27. Current Waitlist: 7577

689 Both properties are running well.

Inspections will begin in November.

4. Old Business

1. FISH #150075 Alarm Upgrade and Generator Project Change Order #7 Generator Lead Time Extension

FISH #150075, Alarm Upgrade and Generator Project Change Order #7 Generator Lead Time Extension was presented to the board. The change order is a no cost, time extension due to a long lead time for generator.

Member Unsworth made a motion to approve FISH #150075, Alarm Upgrade and Generator Project Change Order #7 Generator Lead Time Extension, in the amount of $0. The motion was seconded by member Logsdon. Vote 4-0.

1. FISH#150078 150 Laurel Street Painting Certificate of Substantial Completion

A motion was made by member Unsworth to approve FISH #150078, Laurel Street Painting Certificate of Substantial Completion. The motion was seconded by member Donovan. Vote 4-0.

1. FISH#150078 150 Laurel Street Painting Certificate of Final Completion

A motion was made by member Unsworth to approve FISH #150078, Laurel Street Painting Certificate of Final Completion. The motion was seconded by member Donovan. Vote 4-0.

5. New Business

1. Election of Officers LHA Board of Directors

Member Unsworth made a motion to nominate Sandra Cozzaglio as President contingent upon the approval of the State of Massachusetts. The motion was seconded by member Donovan. Vote 4-0.

Chairperson Cozzaglio made a motion to nominate Jennifer Health as Vice- President contingent upon her acceptance. The motion was seconded by member Logsdon. Vote 4-0.

Member Donovan made a motion to nominate Thomas Unsworth as Treasurer. The motion was seconded by member Logsdon. Vote 4-0.

6. Financial

1. Monthly check register for September 30, 2024

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

1. Monthly Balance Sheets as of July 31, 2024

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

1. Monthly Balance Sheets as of August 31, 2024

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

1. Monthly Balance Sheets as of September 30, 2024

The balance sheets for the month ending September 30, 2024, were presented to the board

7. Executive Director’s Report

1. Executive Director’s benefit balance as of October 19, 2024

Vacation: 25.5 Personal: 0 Sick: 230.88

The director informed the board that she had attended the MA NAHRO conference in Holyoke on Rent Recertification. She stated that it was a very informative session and was able to share ideas and feedback with fellow directors from Western Massachusetts.

1. Rescheduling of November 19, 2024, Regular Meeting

The director stated that there was a conflict with the next scheduled meeting in November and requested that the meeting be rescheduled to November 26, 2024.

Member Donovan made a motion to reschedule the November meeting to November 26, 2024. The motion was seconded by member Unsworth. Vote 4-0

1. Resident Services Coordinator Report for the month ending August 31, 2024

The director presented the report for the month ending August 31, 2024.

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The director presented the report for the month ending September 31. 2024.

8. Community Preservation Act Committee Report

The director informed the board that Lee Housing Authority had applied for a CPA grant for the Brown Memorial Courtyard revitalization project. Member Logsdon informed the director that the application for the courtyard revitalization did not meet the criteria and that the CPA would be sending notification of such.

9. Any topic the Chairperson could not reasonably anticipate.

None.

10. Adjournment

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

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

The meeting was adjourned at 5:06 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 26, 2024**

Submitted by:

Deborah M. Pedercini

Executive Director