LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting January 21, 2025, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:39 pm

Members in Attendance: Sandra Cozzaglio, Chairperson

Jennifer Heath

Marjorie Donovan

Thomas Logsdon

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Unsworth

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

None

2. Minutes of the Regular Meeting of September 17, 2024.

Due to lack of presence of member Unsworth, the meeting minutes for September 17, 2024, were postponed to the next meeting.

Minutes of the Regular Meeting of November 26, 2024

Member Donovan made a motion to approve the minutes of the Regular Meeting of November 26, 2024, as presented. Member Logsdon seconded the motion. Member Heath abstained due to absence. 3-1

Minutes of the Regular Meeting of December 27, 2024

Member Donovan made a motion to approve the minutes of the Regular Meeting of December 27, 2024, as presented. Chairperson Cozzaglio seconded the motion. Member Logsdon abstained due to absence. Vote 3-1

3. Programs

667 Currently there are no vacant units at Brown Memorial Court. Current Waitlist: 2,226

705 Currently, there is (1) vacant unit at Clarke Court; Unit #40, extensive rehab will need to be done prior to renting. Current Waitlist: 8,178

689 Both properties are running well.

4. Old Business

No New Business

5. New Business

1. Contract for Accounting Services with Fenton, Ewald & Associates, P.C.

The director presented the contract for accounting services with Fenton, Ewald & Associates, P.C. for board approval.

Member Donovan approved the contract for accounting services with Fenton, Ewald & Associates, P.C. Member Logsdon seconded the motion. Vote 4-0

1. Town of Lee Annual Town Report for FY 2024

The Town of Lee Annual Town Report for FY 2024 was presented to the board for informational purposes. The report will be attached to these minutes for review.

1. Approval of Administrative Compensation Funds for FISH#150075

EOHLC allows additional admin funds for certain large projects, our current project, FISH #150075, Alarm Upgrade and Generator Project 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 $489.20 in admin funds from FISH #150075.

A motion to approve the request for $489.20 admin funds from FISH #150075 Alarm Upgrades and Generator project was made by member Heath. Motion was seconded by member Donovan. Vote 4-0.

6. Financial

1. Monthly check register for December 31, 2024

The Monthly Check Register for December 31, 2024, was presented to the board. After review, a motion was made by member Logsdon to accept the check register for December 31, 2024, as presented. The motion was seconded by member Donovan. Vote 4-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of January 18, 2025

Vacation: 37.5 Personal: 13.5 Sick: 247.66

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

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

8. Community Preservation Committee Report

There were no updates.

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 Donovan made a motion to adjourn the meeting. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

The meeting was adjourned at 5:04 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 18, 2025**

Submitted by:

Deborah M. Pedercini

Executive Director