LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting March 18, 2025, at 4:45 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:45 pm

Members in Attendance: Sandra Cozzaglio, Chairperson

 Marjorie Donovan

 Thomas Logsdon

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Unsworth

 Jennifer Heath

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

None

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

Due to the lack of presence of member Unsworth, the meeting minutes for September 17, 2024, a motion to file the unapproved minutes was in order.

Member Logsdon made a motion to file the unapproved minutes of September 17, 2024. The motion was seconded by member Donovan. Vote 3-0

Minutes of the Regular Meeting of February 18, 2025

Member Logsdon made a motion to postpone the minutes of the Regular Meeting of February 18, 2025, to the next meeting, due to lack of members. Member Donovan seconded the motion. Vote 3-0

3. Programs

667 Currently there is one (1) vacant unit at Brown Memorial Court, #12, which was vacated on February 28, 2025. Painting and cleaning are in process and a waitlist has been pulled. Current Waitlist: 2323

705 Currently, there is (1) vacant unit at Clarke Court; Unit #40 a three (3) bedroom; work should be completed by the end of the month, and a waitlist has been pulled. Current Waitlist: 8443

689 Both properties are running well.

4. Old Business

No Old Business

5. New Business

No New Business

6. Financial

1. Monthly check register for February 28, 2025

The Monthly Check Register for February 28, 2025, was presented to the board. After review, a motion was made by member Donovan to accept the check register for February 28, 2025, as presented. The motion was seconded by member Logsdon. Vote 3-0.

1. Monthly Balance Sheets as of January 31, 2025

The balance sheets for the month ending January 31, 2025, were presented to the board.

The balance sheets for the month ending January 31, 2025, were presented to the board.

The reserve level as of January 31, 2025, for the 4001 program is 69.94%-$132,789 The 689-program reserve level is at 260.76%-$93,674.48 as of January 31, 2025.

1. Approval of Agreed-upon Procedures (AUP) Fiscal Year 2024

The director presented the Agreed-upon Procedures (AUP) report for Fiscal year 2024, which was prepared and completed by Gary L. DePace CPA, PC. There were no findings, there were two exceptions:

1. Wages for Administration and Maintenance line items were below the budgeted amount.

2. Contract Register and Modernization Costs should be combined, currently they are separate.

A motion to approve the Agreed Upon Procedures (AUP) was in order.

Member Logsdon made a motion to approve the AUP for Fiscal Year 2024 report as submitted. Motion was seconded by member Donovan. Vote 3-0

1. Contract for Financial Assistance (CFA) Amendment #13

The director presented Amendment #13 to the Contract for Financial Assistance (CFA) 5001 in the amount of $430,706.66. This amendment extends the contract dates of service from June 30, 2026, to June 30, 2028.

Member Logsdon made a motion to approve Amendment #13 to the Contract for Financial Assistance (CFA) in the amount of $430,706.66. Member Donovan seconded the motion. Vote 3-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of March 17, 2025

Vacation: 37.5 Personal: 13.5 Sick: 256.35

1. Resident Services Coordinator Report for the month ending February 28, 2025

The director presented the report for the month ending February 28, 2025

8. Community Preservation Committee Report

Member Logsdon updated the board that there was a Community Preservation Committee meeting on March 7. There was discussion about the canoe “take-out” near Meadow and Housatonic streets, where there were to be steps constructed.

9. Any topic the Chairperson could not reasonably anticipate.

Chairperson Cozzaglio inquired as to which LHA board members were up for re-election in May. It was discussed that member Logsdon’s term would expire June 30, 2025. He stated that he would be running again.

10. Adjournment

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

Member Logsdon made a motion to adjourn the meeting. The motion was seconded by member Donovan. Vote 3-0.

The meeting was adjourned at 5:04 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 15, 2025**

Submitted by:

Deborah M. Pedercini

Executive Director