LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on April 20, 2021 at 4:30 p.m.

Meeting was called to order by the Chairperson, Sandra Cozzaglio at 4:38 p.m.

Those in attendance:

 Sandra Cozzaglio, Chairperson

 Tom Unsworth,

 Thomas Logsdon

 Deborah M. Pedercini, Executive Director

 Absent: Jennifer Heath

1. Public Speak

There was no Public Speak.

2. Minutes of regular meeting of March 16, 2021.

Motion was made by member Unsworth to accept the minutes of the regular meeting of March 16, 2021. Motion was seconded by member Logsdon. Vote 3-0.

3. Programs

1. 667 – There are currently 4 vacant units at Brown Memorial Court Two of the units have been leased, with two current tenants transferring second floor units to first floor, leaving the two units on the second floor vacant and in need of rehab. The handicap unit is under rehab and awaiting the installation of new cabinets and appliances that have been ordered. Currently there are 480 applicants on the waiting list. We continue to process applicants and estimate the units to be leased next month.

b. 705 – The property is 100% occupied with no notices of intent to vacate. There is a wait list for every unit type. There are a total of 2294 families on the wait list.

c. 689 – both programs are running well at this time.

4. Old Business

a. FISH#150056 Roof Replacement 689, 150 Laurel Street, and 185 Marble Street.

Director Pedercini updated the board regarding the roof replacement on 150 Laurel Street and 185 Marble Street.

The Certificate of Substantial Completion by FRG Contractor Corporation was presented to the board by director Pedercini.

Motion was made by member Unsworth to approve the Certificate of Substantial Completion. Motion was seconded by chairperson Cozzaglio. Vote 3-0.

A Change Order (CO #1) in the amount of $600 to replace damaged plywood was presented to the board by director Pedercini.

Motion was made by member Unsworth to approve Change Order #1 in the amount of $600. Motion was seconded by chairperson Cozzaglio. Vote 3-0.

A Certificate of Final Completion was presented by director Pedercini.

Motion was made by member Unsworth to approve the Certificate of Final Completion. Motion was seconded by chairperson Cozzaglio. Vote 3-0.

The director presented the final payment to FRG Contractor Corporation, PMT REQ #2, in the amount of $3,851.00.

Motion was made by chairperson Cozzaglio to approve the final payment (PMT REQ #2) in the amount of $3,851.00. Motion was seconded by member Unsworth. Vote 3-0.

1. FISH 150061 689 Laurel Street full bathroom plumbing leak/toilet-tub-shower upgrade.

The director gave a brief update on the project, which was in the beginning stages when COVID-19 halted progress. Currently, RCAT is in the process of reviewing edits to send back to Hill Engineering for a final update. We will be advertising and bidding when these edits are complete.

1. FISH #150063 Roof Replacement 667- Brown Memorial Court

The director gave a brief update on the roof replacement project at Brown Memorial Court. The project is in the engineering phase and schematic drawings and technical specs are being prepared.

1. Clarke Court vinyl siding cleaning quotes.

An estimate from Quality Renovations, Inc. was given last summer to do vinyl siding cleaning at Clarke Court. This project was put on hold, the contractor approached the office recently and stated he would be willing to begin the work for a cost of $9,800. It was discussed that the director would proceed with looking for similar contractors to get quotes. There are not a lot of specialty contractors in the area, however, efforts will be made to compare. If no other quotes were comparable or work done expediently, director would accept estimate to do work.

Motion was made by chairperson Cozzaglio to accept the estimate and proceed with work if there were no other quotes comparable and/or able to begin work in an expedient manner. Motion was seconded by member Unsworth. Vote 3-0.

1. Brown Memorial Court sidewalk repair quotes.

A quote from Quality Renovations, Inc. for sidewalk repairs to Brown Memorial Court was presented in the amount of $9,970. Last summer this project was introduced, however, work was put on hold due to COVID-19. Director Pedercini stated that at this time there have not been any other quotes, every effort will be made to procure a comparable quote. The sidewalks have caused tripping hazards to tenants and staff and should be repaired as soon as possible.

Motion was made by member Unsworth to accept the estimate and proceed with work if there were no other quotes comparable and able to begin work in an expedient manner. Motion was seconded by chairperson Cozzaglio. Vote 3-0

5. New Business

a. FISH #150065 Replacement of exterior doors at Clarke Court.

The director presented FISH #150065, replacement of exterior doors at Clarke Court, which is being funded from the Health and Safety grant. Bids for this project were advertised through Roy Brown Architects, with bids due at 2:00 PM on April 20, 2021. There were four bids, the top two were: Baskin Builders, $43,490 and Glass and Mirror, $48,290. It was recommended by RCAT to award the contract to low bidder, Baskin Builders, subject to a positive reference.

Motion was made by member Unsworth to award the contract to the low bidder, Baskin Builders, subject to a positive reference. Motion was seconded by chairperson Cozzaglio. Vote 3-0.

b. DHCD- Formula Funding for state aided capital improvement; Amendment #10.

The director explained that DHCD is awarding $240,780, Amendment #10, to the Contract for Financial Assistance (CFA) 5001. The Commonwealth of Massachusetts requires that the Standard Contract Form and Attachment A, Additional Terms and Conditions and CFA Amendment be implemented and signed by the board. This amendment funds and extends the contract dates of service from June 30, 2022 to June 30, 2024.

Motion was made by chairperson Cozzaglio to approve Amendment #10, Contract for Financial Assistance, in the amount of $240,780. Motion was seconded by member Unsworth. Vote 3-0.

All documents were signed by chairperson Cozzaglio to be returned to DHCD.

c. Proposed cell phone stipend-Director & Maintenance

The director requested that a Cell Phone Expense Policy be implemented. She stated that there are many times that she must communicate with Matt, the Maintenance Mechanic, and both are using their personal cell phones to do so. She discussed that both of their phone numbers would be disclosed to the Lee Police/Fire departments, staff and any other person deemed appropriate and will be listed on all building alarm registrations. The director gave examples of the Lenox Housing Authority’s cell phone policy and stated that Adams and Williamstown policies state that they receive a stipend of $50.00 per month.

Motion was made by member Unsworth to provide a Cell Phone Policy with a $50.00 per month stipend to the Director and Maintenance Mechanic. Motion was seconded by member Logsdon. Vote 3-0.

6. Financial

a. Monthly Check Register for March 31, 2021

Monthly Check Register for March 31, 2021 – After review, a motion was made by chairperson Cozzaglio to accept the check register for March 31, 2021 as presented. Motion was seconded by member Unsworth. Vote 3-0.

b. Monthly Balance Sheets as of February 28, 2021

Monthly Balance Sheets as of February 28, 2021. Reserve level as of February 28, 2021 for the 4001 program is $168,975. The 689-reserve level is $144,495. as of February 28, 2021.

7. Executive Director’s Report

a. Executive Director’s Benefit Balance as of w/e April 16, 2021.

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 24.6

b. Update on COVID-19 Vaccine administration at Brown Memorial Court.

Director Pedercini gave a brief overview of the clinic that was held at Brown Memorial Court on April 8, 2021 for the tenants, employees, and board members. She spoke about the resident support coordinators and nurses and the great work they did. She stated many tenants voiced how very grateful they were for the opportunity to be vaccinated safely at Brown Memorial Court.

a. Department of Labor Standards wage rates effective April 1, 2021.

The director provided the board with the new rates:

Maintenance Mechanic: $23.99

Maintenance/Groundskeeper/Custodian: $23.32

Director Pedercini gave kudos to the staff for their hard work and diligence in keeping the property safe and in good order.

8. Any topic the Chairperson could not reasonably anticipate.

The director briefly discussed the Public Housing Notice 2021-01, changes to Town appointed Tenant Board Members. Discussion ensued about the appointment and when it would take place. We will continue to update when more information is available.

9. Adjournment

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

Motion was made by member Unsworth to adjourn. Motion was seconded by chairperson Cozzaglio. Vote 3-0

Meeting adjourned at 5:30 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY, May 18, 2021 AT 4:30 P.M**

Submitted by:

Deborah M. Pedercini

Executive Director