

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting April 19, 2023, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:32 p.m.

Members in Attendance: Sandra Cozzaglio, Chairperson
Marjorie Donovan
Jennifer Heath
Deborah M. Pedercini, Executive Director
Thomas Unsworth
Thomas Logsdon

Members Absent: None

1. Public Speak

Marie Regnier spoke about the smoking that has been occurring at Brown Memorial Court. She stated that something needed to be done as it is affecting her health. Ms. Regnier has documented that she has witnessed other tenants smoking in their vehicles as well as smelling smoke coming into her unit through her windows from adjacent tenants. Ms. Regnier requested that the director send another memo to tenants reminding them of the no smoking terms of their lease agreement. The director stated several memos have been sent to tenants, however, she would again send notices to all tenants stating the severe consequences of smoking on LHA property.

2. Minutes of Regular Meeting of March 21, 2023.

A motion was made by member Heath to accept the minutes of the regular meeting of March 21, 2023. Motion was seconded by member Donovan. Members Logsdon and Unsworth abstained due to absence. Vote 3-2.

Minutes of the Annual Plan Public Hearing of March 21, 2023

A motion was made by member Donovan to accept the minutes of the Annual Plan Public Hearing of March 21, 2023. Motion was seconded by member Heath. Members Logsdon and Unsworth abstained due to absence. Vote 3-2.

Minutes of the Special Meeting held April 7, 2023.

A motion was made by member Donovan to accept the minutes of the Special meeting of April 7, 2023. Motion was seconded by member Heath. Member Logsdon abstained due to absence. Vote 4-1.

3. Programs

667 There are currently five (5) vacant units at Brown Memorial Court; #1, #10, #19 #23, and #31 the handicapped unit is in the process of accepting an offer to lease, there are pull lists on two other units. Unit #31 moved to a nursing facility and #10 moved to another housing authority both vacated on April 1, 2023. Current Waitlist: 1451

705 There are currently two (2) vacant units at Clarke Court; #15, a three-bedroom handicapped unit and #42 a three-bedroom unit. Both units are currently being renovated and a list has been pulled. Current Waitlist: 4851

689 Both 150 Laurel Street and 185 Marble Street are doing well and the bathroom upgrades on 185 Marble will begin in early June.

4. Old Business

a. FISH #150082 Budd House Bathroom Renovation

The project will be advertised on April 26, 2023, with a pre bid conference at LHA on May 2, 2023, at 11:00 am. Bids will be due on May 17, 2023. After the bid review and the contractor is awarded and under contract, the project is slated to start construction in June, pending product availability.

5. New Business

a. Department of Labor Standards Wage Rates for Maintenance

The director informed the board of the new rates for the Maintenance employees that were just set by the state, effective April 1, 2023. She stated that the staff have been working extremely hard these past months and are invaluable to the agency. Unfortunately, both the full time and part time maintenance staff will be retiring in January or February of 2024. A search should be conducted soon in order for the new staff to become acclimated to the tasks of maintaining the facilities.

The new wage rates are as follows:

Maintenance Mechanic:	\$25.94
Maintenance/Groundskeeper/Custodian:	\$25.27

b. PHN 2023-05 Inspector General Guidance for LHA Board Members

The new guidelines are focused on contracting practices, ethical standards, and employment practices.

There was discussion that the board would need to adhere to the guidelines set forth in the PHN 2023-05 and that the board is currently fully in compliance.

The LHA Board will need to adopt these practices and safeguard the LHA against fraud, waste, and abuse of LHA funds.

Member Unsworth made a motion to adopt the Inspector General Guidelines for LHA Board Members in accordance with the PHN 2023-05. Member Heath seconded the motion. Vote 5-0.

c. CIP Approval for 2024 update

Recently the 2024 CIP was amended, and some projects were moved to the next Formula Funding year. The director met with RCAT representative, Hugh Mackey, and DHCD Project Manager, Linda Katsudas on April 12, 2023, to adjust the Annual Plan. On April 18, 2023, the CIP was approved by DHCD.

Member Heath made a motion to approve the 2024 CIP amendment. Motion was seconded by member Unsworth. Vote 5-0.

d. Laureyns United Emergency Heating Repairs Budd House

On April 6, the Budd House called with no heat, Laureyns United was called for service and attempted to repair the unit. A part was ordered but did not resolve the issues, it was then determined that the furnace being over twenty years old would need to be replaced at a cost of \$11,633. There was also an option to replace the air conditioning unit at an additional cost of over \$8,000. In speaking with RCAT representative, Hugh Mackey, he stated that we would be able to accept the proposal for the furnace as it was an emergency repair. However, the air conditioning unit would have to be put on hold at this time due to lack of funds.

Member Donovan made a motion to approve the Laureyns United proposal of \$11,633 to replace the furnace at 185 Marble Street, Budd House. Motion was seconded by member Unsworth. Vote 5-0.

6. Financial

a. Monthly Check Register for March 31, 2023

The Monthly Check Register for March 31, 2023 was presented— After review, a motion was made by member Heath to accept the check register for March 31, 2023, as presented. Motion was seconded by member Donovan. Vote 5-0.

b. Monthly Balance Sheets for March 31, 2023

The balance sheets for the month ending March 31, 2023, were presented. The reserve level as of March 31, 2023, for the 4001 program is 71.23%. The 689-program reserve level is at 505.44% as of March 31, 2023.

c. Quarterly Operating Statements and Modernization Cost Report as of March 31, 2023

Quarterly Operating Statements and Modernization Cost Report as of March 31, 2023, was presented.

Motion was made by member Heath to accept the Quarterly Operating Statements and Modernization Cost Report as of March 31, 2023. Motion was seconded by member Donovan. Vote 5-0.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending April 15, 2023

Vacation/hrs. 48.0 Personal/hrs. 13.2 Sick/hrs: 144.52

b. Resident Services Coordinator Report for March 2023

The director informed the board of directors that the resident services coordinator is at Brown Memorial Court community room every Monday from 9:30 to 1:30. This is the time for any tenant that may need assistance with filling out forms for health, food insecurity, mental health issues or any other topic they need assistance with to meet with our coordinator. The director has asked the RSC to provide a monthly report as to the number of tenants that were assisted as well as what they were helped with. This information is redacted due to the privacy of the tenants. The Report was presented to the board for informational purposes only.

On April 24, 2023, the LHA will be holding a conversational meeting to discuss upcoming events and tenant concerns with residents and the RSC.

On May 8, 2023, at 11:00 am, Fire Chief Brown in Lee will give a Fire Safety presentation at Brown Memorial Court for the residents.

The director discussed meeting with representative Todd Bard from Lee Energy Group to discuss solar credits. There was discussion as to the previous arrangements with other companies that had gone bankrupt and there were concerns. The director stated that Mr. Bard would like to attend our May meeting to answer any questions and discuss the benefits of working with him to attain contracts with the proper vetted companies.

The director updated the board about the Mass NAHRO Spring Conference which was held April 2nd through the 4th in Waltham. There were several sessions that were very informative as well as working with other directors to find solutions to some common issues.

8. Community Preservation Act Committee Report

Members Unsworth and Logsdon discussed the March meeting updates for the CPAC. They are currently working on the policy and do not have a final plan, it is still in draft format. There have been no applications as of yet, as there is not an official approved policy. Once approved, they will be looking forward to more participation and will most likely be using 2024 funds.

9. Any topic the Chairperson could not reasonably anticipate.

With no other business to come before the board, chairperson Cozzaglio proceeded to close the Open Session and enter into Executive Session with the intent not to reconvene the Open Session.

The chairperson stated the purpose for the Executive Session was under purpose 1 of the Open Meeting Law: M.G.L. Chapter 30A, Section 21, to discuss complaints or charges brought against a public officer, employee, staff member or individual: Board Member.

Chairperson Cozzaglio called for a roll call vote. Logsdon: yea, Heath: yea, Unsworth: yea, Donovan: yea, Cozzaglio: yea. Vote 5-0 The meeting was moved to the Executive Session.

10. EXECUTIVE SESSION CONTINUED

11. Adjournment

Motion to adjourn the Executive Session was made by member Heath. Motion was seconded by member Unsworth. Chairperson Cozzaglio called for a roll call vote. Logsdon: yea, Heath: yea, Unsworth: yea, Donovan: yea, Cozzaglio: yea. Vote 5-0.

The meeting was adjourned at 5:34 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR MAY 16, 2023

Submitted by:

Deborah M. Pedercini,
Executive Director