

**LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238  
TEL: 413-243-3464**

*Approved*

Minutes of Regular Lee Housing Authority Board of Director's meeting on August 18, 2020

Meeting was called to order by the Vice Chairperson Sandra Cozzaglio at 4:45 p.m.

Those in attendance:

Sandra Cozzaglio  
Tom Unsworth (remote)  
Tom Logsdon  
Jenn Health  
Marlene Walsh, Executive Director

Those absent:

1. Public Speak        none
2. Minutes of regular meeting of June 16, 2020

Sandy noted a typographical error on item 7.c., "operation" requires correction to "operating".

Motion was made by Jenn to accept the minutes of the regular meeting of June 16, 2020 with correction as noted. Motion was seconded by Sandy. Vote 4-0

3. Programs

a. 667 – There are currently 5 vacant units at Brown Memorial Court. Since our June meeting we have leased two apartment and had two apartments become vacant on July 1<sup>st</sup>. All apartments are located on the second floor. Three of the five units are ready for leasing. We are processing both elderly and handicapped applicants. A total 120 of applicants have been pulled from the CHAMP wait list since our June meeting. Of the 120 applicants 7 are local residents.

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

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

Motion was made by Tom U to accept the Quarterly Operating Statements and Modernization Reports for the Lee Housing Authority's 4001- and 689 programs as of June 30, 2020 as presented. Motion was seconded by Jenn. Vote 4-0

f. The Year End Financial Certifications have been signed by Sue and Marlene. The Certification of Top 5 Compensation Form was presented for review and signature of each board member.

The Year End Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws was presented for member signature.

6. Executive Directors Report

a. ED Benefit Balance as of w/e August 15, 2020

*Vacation/hrs 22.95 Sick/hrs 23.30 Personal/5.5 hrs*

b. DHCD has waived annual inspection requirements during the March – July COVID period until 2021. They are allowing Housing Authorities to complete a "Health and Safety Inspection" which is limited to identifying violations of State Sanitary Code and observing, recording and scheduling for repair any notable health and safety deficiencies. I am working with the Maintenance Superintendent to schedule and complete the Health and Safety Inspections while following the guidance to limit the risk of COVID-19 exposure for the Housing Authority staff and residents.

c. Resident Service Coordinators Karen Lewis and Christine Straub have begun working with residents of Brown Memorial Court and Clarke Court. Karen will focus on tenant services while Christine will focus on tenant activities/programs. RSC services are limited at this time due to COVID-19. Christine has scheduled an outdoor concert in the courtyard for Brown Memorial Court residents.

7. Any topic the Chairperson could not reasonably anticipate.

None

8. Adjournment

Motion was made by Tom U to adjourn. Motion was seconded by Jenn. Vote 4-0  
Meeting adjourned 5:46 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY,  
September 15, 2020 AT 4:30 P.M**

Submitted by:

