LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on August 17, 2021, at 4:30 p.m.

Meeting was called to order by Chairperson Sandra Cozzaglio at 4:30 p.m.

Those in attendance: Sandra Cozzaglio

Thomas Unsworth

Jennifer Heath

Thomas Logsdon

Deborah M. Pedercini, Executive Director

Others Present: Residents:

Marjorie Donovan

Richard Russo

1. Public Speak

Resident Marjorie Donovan stated that she was speaking on behalf of other tenants as well as herself tonight. She wanted to voice her concerns over the fact that one of the new tenants has several cameras that are pointing at other residents as they pass by the unit and residents feel that their privacy is being invaded.

Member Heath inquired where exactly the cameras were situated, director Pedercini stated that there is one camera in the upstairs stairwell egress, one in the window and one on the front door. Member Logsdon stated that he had some knowledge of the use of cameras; anything outside in view seems to be legal in his opinion. Director Pedercini stated that she was in contact with LHA’s legal service to determine if audio is allowed. Discussion ensued amongst board members, and it was decided to wait for a decision from our legal source.

Resident Marjorie Donovan also stated that there has been a lot of work being done in the courtyard and it looks very nice, however, the cement walkways still need attention. Ms. Pedercini stated that she has had two contractors look at the project and is still waiting for estimates. It is a difficult time to get any project completed as the workforce has dwindled.

Ms. Donovan stated that she almost tripped and fell on her side of the building.

Additionally, Ms. Donovan stated that the Lee Police were at the complex due to a tenant supposedly smoking marijuana in the unit. She voiced her concerns about the many tenants that are continuing to smoke on the deck as well as in the units. She also stated that the Police have been called numerous occasions, she feels that the Lee Housing Authority is getting a bad reputation and is very concerned.

Chairperson Cozzaglio stated that there is a “No Smoking Policy”, Ms. Donovan stated that when administration leaves the complex, the smokers continue to smoke on the premises.

Chairperson Cozzaglio requested that Ms. Donovan apply for the tenant appointed Board Member position that is available; she stated that she would consider it.

Member Unsworth stated that there should be a tenant’s association; that the board should not be having these issues brought before them.

Director Pedercini stated that in February each tenant received information on the vacant town appointed board member seat, this has gone unfilled, at this point the Town of Lee can appoint a non-tenant member; LHA has requested a waiver with DHCD for this. Pedercini stated that we would prefer to have a tenant as the member, and she would make sure that the information is delivered to Ms. Donovan tomorrow for her consideration.

2. Minutes of regular meeting of June 15, 2021.

Motion was made by member Heath to accept the minutes of the regular meeting of June 15, 2021. Motion was seconded by member Logsdon. Chairperson Cozzaglio abstained as she was not present at the meeting. Vote: 3-0, 1 abstention.

At this point in the meeting, a motion was made by member Heath for expediency to move to the financial part of the agenda for voting. Motion was seconded by Chairperson Cozzaglio. Vote: 4-0

6. Financial

a. Monthly Check Register for June 30, 2021

Monthly Check Register for June 30, 2021 – After review, a motion was made by member Unsworth to accept the check register for June 30, 2021, as presented. Motion was seconded by member Logsdon. Vote 4-0.

b. Monthly Check Register for July 31, 2021

Monthly Check Register for July 31, 2021 – After review, a motion was made by member Heath to accept the check register for July 31, 2021, as presented. Motion was seconded by member Unsworth. Vote 4-0.

c. Monthly Balance Sheets as of June 30, 2021

Monthly Balance Sheets as of June 30, 2021. Reserve level as of June 30, 2021, for the 4001 program is $141,180.90 64.58%, the 689-reserve level is $146,021.66 535.94% as June 30, 2021.

d. Quarterly Operating Statements and Modernization Cost Report as of June 30, 2021.

After review, a motion was made by member Unsworth to accept the report, motion was seconded by member Heath. Vote: 4-0

e. Agreed Upon Procedures (AUP) FY ending June 30, 2020

Gary L. DePace, CPA, completed the FY 2020 audit of the Agreed Upon Procedures. The draft audit was received containing four findings which a response was sent of each finding to the audit firm.

1. Contract Register needs to contain more detailed information
2. Ensure appropriate financial eligible deductions are included in rent calculations
3. Sales tax being charged
4. No signed copy of DHCD contract with Executive Director

On motion of chairperson Cozzaglio, seconded by member Heath, it was voted to accept the report. Vote: 4-0

f. State Contract for account services with Fenton, Ewald & Associates, P.C. for approval

The account services contract for FY 2022 with Fenton, Ewald & Associates, P.C. was presented for approval.

On motion of chairperson Cozzaglio, seconded by member Unsworth, it was voted to approve the contract. Vote: 4-0

g. Fiscal Year end 2021 Certification of Compliance and Top 5 Compensation Form for approval

The Fiscal Year end 2021 Certification of Compliance and Top 5 Compensation Form was presented for review and signatures of each board member.

The board resumed the remainder of the agenda as posted.

3. Programs

1. 667 – There are currently four vacant units at Brown Memorial Court. Unit #1 was vacated on August 15, and #42 last month, both first floor units. Currently there are lists being pulled to fill the vacancy for #43 which is ready to rent. Unit #1 will need some painting and cleaning but should be ready in a few weeks. Unit #10 was filled on July 1, unit #12 transferred to unit #22, leaving this unit vacant, on August 1. Unit #18 was recently renovated, and a new tenant was leased on August 1. Unit #30 was vacated last month and is still being renovated as it was a longtime tenant that was moved to assisted living. New Cabinets, countertops and flooring are slated to begin this month on that unit. There is a current waitlist of 630 people.
2. 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 2,765 families on the wait list.

Currently the exterior door project, FISH # 150065, at Clarke Court is halted due to back orders of doors and erroneous ordering issues, we are hopeful that within the next couple of weeks, work will resume.

1. 689 – currently, both programs are running well.

Laurel Street handicap bathroom project FISH # 150061 is in progress with work back on schedule as there were back-order issues early in the project as well as a rotted beam.

4. Old Business

There was no Old Business.

5. New Business

There was no New Business.

7. Executive Director’s Report

a. Executive Director’s Benefit Balance as of w/e August 14, 2021.

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 47.2

8. Any topic the Chairperson could not reasonably anticipate.

The director spoke about the COVIID-19 restrictions of the community room and office to the public and the use of face coverings in common areas as well as in units for maintenance or inspection.

9. Adjournment

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

Motion was made by Chairperson Cozzaglio to adjourn. Motion was seconded by member Heath. Vote 4-0

Meeting adjourned at 4:55 p.m.

**THE NEXT SCHEDULED REGULAR MEETING IS TENTATIVELY SCHEDULED FOR SEPTEMBER 14, 2021.**

Submitted by:

Deborah M. Pedercini

Executive Director