

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting August 16, 2022, at 4:30 p.m.

Meeting was called to order by Chairperson Cozzaglio at 4:33 p.m.

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

Members Absent: Thomas Logsdon

1. Public Speak

None

2. Minutes of Regular Meeting of July 21, 2022.

Motion was made by member Unsworth to accept the minutes of the regular meeting of July 21, 2022. Motion was seconded by member Heath. Vote 4-0.

3. Programs

- a. 667 There is one handicapped unit #23 available, on hold while the ADA shower upgrade is in process. A pull list is in progress. Current Waitlist: 1016
- b. 705 The property has one vacant unit #37 available for rent which needs a substantial amount of rehab. Current Waitlist: 3817
- c. 689 Both programs running well.

4. Old Business

- a. FISH #150063 Brown Memorial Court Roof Change Order #1

Pittsfield Pipers, Inc., the subcontractor for LaRoche Construction, Co., Inc. submitted Change Order #1 in the amount of \$4,140.86. This change order is to install three (3) additional Kitchen Hoods in the units that were not in the original plans.

Motion to approve Change Order #1 in the amount of \$4,140.86 for FISH #150063 Brown Memorial Court Roof was made by member Heath. Motion was seconded by member Unsworth. Vote 4-0.

Construction on the Brown Memorial Court Roof project began on August 8, 2022, originally scheduled to take approximately two weeks, LaRoche Construction crew worked very diligently, and all four (4) roofs were nearly complete on August 12, 2022. Currently, Pittsfield Pipers is installing the exhaust fan replacements and ventilation.

b. Lisa Fallon, CPA FY 2022, AUP and Auditor Contract

All board members received a copy of Auditor Contract with Lisa Fallon, CPA

The Contract is designed to perform the agreed-upon-procedures, as prescribed by the Massachusetts Department of Housing and Community Development for the FY June 30, 2022.

The fee for this contract is a fixed fee set by DHCD based on the total number of state units administered in the amount of \$3,780.00.

Member Unsworth made a motion to approve the contract with Lisa Fallon, CPA in the amount of \$3,780.00 for the June 30, 2022, audit. Motion was seconded by member Heath. Vote 4-0.

5. New Business

a. Single Hearing Officer-Grievance Nominee

Nomination of William Tierney, 30 Pease Drive, Lee, MA to serve as Single Hearing Officer Alternate #2 to preside at the conduct hearings and to render prompt and reliable determination of matters at issue. Upon notification of candidates for appointment, tenants have thirty (30) days to disapprove of the nominee in writing.

Chairperson Cozzaglio made a motion to nominate William Tierney as Single Hearing Officer-Grievance Alternate #2. Motion was seconded by member Unsworth. Vote 4-0.

b. FY2023 Municipal Americans with Disabilities Act (ADA) Improvement Grant Program

The Town of Lee recently announced that the application period for the Municipal Americans with Disabilities Act (ADA) Improvement Grant is open August 1, 2022, through September 30, 2022.

Brown Memorial Court as well as the two 689 properties will be looked at to assess if there is any available funding for projects.

6. Financial

a. Monthly Check Register for July 31, 2022

The Monthly Check Register for July 31, 2022 was presented— After review, a motion was made by member Donovan to accept the check register for July 31, 2022, as presented. Motion was seconded by member Heath. Vote 4-0

a. Monthly Balance Sheets for June 30, 2022

Reserve level as of June 30, 2022, for the 4001 program is 62.4 %, the 689-reserve level is 515.65% as June 30, 2022.

b. Year End Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2022.

Year End Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2022 were presented to the board for approval.

Motion was made by member Unsworth to accept the Year End Quarterly Operating Statements for the Lee Housing Authority 4001 and 689 programs as of June 30, 2022. Motion was seconded by member Heath. Vote 4-0.

c. Year End Financial Statements Certification, Certification of Top 5 Compensation Form.

The Year End Financial Statements Certification (signed by Fee Accountant and Director), Certification of Top 5 Compensation Form was presented for signatures for all board members.

A motion to accept the Year End Financial Statements Certification and Certification of Top 5 Compensation Form was made by chairperson Cozzaglio. Motion was seconded by member Donovan. Vote 4-0.

d. Lead Paint Certification for FY 2022

The annual certification form that needs to be signed by all board members for FY 2022 stating that Lee Housing Authority is compliant with Notification Procedures for Federal and State Lead Paint Laws for FY 2022.

Motion to approve the FY 2022 Lead Paint Certification form in compliance with Federal and State Lead Paint Laws for FY 2022 was made by member Donovan. Motion was seconded by member Heath. Vote 4-0.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending August 13, 2022

Vacation/hrs. 44.0      Personal/hrs. 13.2      Sick/hrs. 100.90

The RSC has scheduled chair yoga on September 7 and 21, free of charge to the residents of Brown Memorial Court. I have also been in contact with Pat at the senior center to organize Bingo once a month for the residents.

We have had some discussion about a possible holiday luncheon in between Thanksgiving and Christmas, we will be investigating this idea and see how much interest there is.

8. Any topic the Chairperson could not reasonably anticipate.

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

Motion to adjourn was made by member Unsworth. Motion was seconded by member Donovan.  
Vote 4-0.

Meeting was adjourned at 4:59 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 20, 2022.**

Submitted by:

Deborah M. Pedercini  
Executive Director