

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of the Regular Lee Housing Authority Board of Directors meeting on December 15, 2020 at 4:35 p.m.

Meeting was called to order by Chairperson Sandra Cozzaglio at 4:35 p.m.

Those in attendance:

Sandra Cozzaglio
Thomas Unsworth – remote
Jennifer Heath
Thomas Logsdon
Marlene Walsh
Deborah Pedercini

1. Public Speak – none
2. Minutes of regular meeting of November 17, 2020

Motion was made by member Heath to accept the minutes of the regular meeting of November 17, 2020. Motion was seconded by member Unsworth. Vote: 4-0

3. Programs
 - a. 667- There are currently three vacancies at Brown Memorial Court, plus two additional units that will be vacant as of January 1, 2021. One of the units is a handicap unit which will require a complete and lengthy rehabilitation. A number of CHAMP lists are being worked to locate qualified applicants.
 - b. 705 – There are no vacancies at this time and we have not received any “Notice to Vacate”.
 - c. 689- both programs are running well at this time.
4. Old Business
 - a. Election Officer – Vice Chair

Motion was made by Chairperson Cozzaglio to nominate member Heath as Vice Chair. Motion was seconded by Member Unsworth. Member Heath accepted. Vote: 4-0

5. New Business
 - a. ED Agreement Execute

Marlene Walsh clarified to the board that this was the standard required DHCD Memorandum for At-Will Employment of Executive Director which runs from date of hire to the end of the fiscal year June 30, 2021, contract sum as voted at time of ED selection \$44,250.00 for adoption and execution.

Motion to adopt and execute the ED agreement was made by Chairperson Cozzaglio. Motion was seconded by Member Unsworth. The agreement was signed by Chairperson Cozzaglio and member Unsworth will sign in person December 16, 2020. Vote: 4-0

b. Signature Cards – Lee Bank and MMDT

Motion was made by Chairperson Cozzaglio to appoint Deborah M. Pedercini as the signatory for all accounts at Lee Bank and MMDT. Motion was seconded by member Heath. Vote: 4-0

c. Procurement Officer

Motion was made by Chairperson Cozzaglio to appoint Deborah M. Pedercini Procurement Officer for the Housing Authority. Motion was seconded by member Unsworth. Vote: 4-0

d. Date of Public Hearing for Annual Plan

Motion was made by Chairperson Cozzaglio to accept the date of March 16, 2021 as the Public Hearing date for the Annual Plan. Motion was seconded by Member Logsdon. Vote: 4-0

6. Financial

a. Monthly Check Register for November 30, 2020

After review a motion was made by member Unsworth to accept the check register for November 30, 2020 as presented. Motion was seconded by Chairperson Cozzaglio. Vote: 4-0

b. Monthly Balance Sheet as of October 31, 2020

Reserve level as of October 31, 2020 for the 4001 program is 100.26%. The 689 reserve level is at 522% as of October 31, 2020.

7. Executive Director's Report

a. ED Benefit Balance as of 12/12/2020

Vacation – 14.55 Sick – 41.38 Personal – 5.5

Director Walsh discussed her remaining time that she will not be able to use prior to her retirement. Discussion ensued as to how she would be compensated. It was clarified that any Vacation time remaining is eligible to be paid out at full compensation and Sick time is eligible at 20%, per personnel policy.

b. Property/Liability Insurance

Deborah Pedercini gave a brief review as to the increase of the property and liability premiums. The 35% increase was due in part to the deteriorating market in reference to the Public Housing Notice that was issued to all LHA's.

c. COVID/Related Purchases

Deborah gave a brief update on the use of the COVID relief funds and what has been purchased to date. The office is in the process of upgrading its computers and technology to be able to remotely attend meetings as well as social distancing by providing equipment for each office.

d. Annual Re-certifications- January 1, 2021

There was discussion as to how the annual re-certifications would be handled due to the COVID restrictions.

8. Any topic the Chairperson could not reasonably anticipate

Deborah and Marlene spoke about the social distanced, caroling event that was organized by the resident services coordinator that took place on December 6, 2020 which was well attended by residents.

9. Adjournment

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

Meeting adjourned 4:55 p.m.

THE NEXT SCHEDULED MEETING WILL BE HELD ON TUESDAY, JANUARY 19, 2021 AT 4:30 P.M.

Submitted by:

Deborah M. Pedercini
Executive Director