

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting December 20, 2022, 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
Jennifer Heath
Thomas Unsworth
Thomas Logsdon
Deborah M. Pedercini, Executive Director

Members Absent: Marjorie Donovan

1. Public Speak

Tenant, Richard Roosa requested that the tenants be allowed to put out bird feeders. After much discussion regarding the attraction of bears, it was decided that although it was pleasant to have the bird feeders, the safety of the tenants was the main priority. Chairperson Cozzaglio called for a vote for the allowance of bird feeders; it was unanimously decided that they would not be allowed at this time. Vote 0-4.

2. Minutes of Regular Meeting of November 15, 2022.

A motion was made by member Unsworth to accept the minutes of the regular meeting of November 15, 2022. Motion was seconded by member Logsdon. Vote 3-1. Member Heath abstained due to absence.

3. Programs

- a. 667 There are two vacant units; #19 and #23. The tenant in #23 recently housed in October, unfortunately, had health issues and relocated back to Alaska, leaving the unit vacant. A pull list for the handicapped unit is in progress. Unit #19 will need rehabilitation and should be ready for occupancy in approximately 60 days. Current Waitlist: 1259
- b. 705 There is one vacant unit #15, a three-bedroom handicapped unit that vacated on December 19. This unit will need substantial rehabilitation. Current Waitlist: 4439
- c. 689 Both programs are running well.

185 Marble Street is in the process of renovating both bathrooms, DHCD is assisting with this process, and will keep the board updated when information becomes available. Bradley Architects has been chosen to design both bathrooms at Budd House

4. Old Business

a. Lee Audio and Security-Cameras at Brown Memorial Court

At the June 15, 2021, board of directors meeting, campus video monitoring at Brown Memorial Court was discussed. Lee Audio and Security provided a proposal for \$3,972. At that time, it was decided that the positioning of the cameras in the courtyard would be invasive to the privacy of the tenants. At this time, I would like to revisit the possibility of installing cameras in the parking lots as well as entrances to the community room, this would be less intrusive to the tenants' privacy. A new plan and estimate have been provided by Lee Audio and Security in the amount of \$3,693. This includes a total of four (4) cameras and a monitoring system. This contract is only for installation and monitoring, we would have to contract an electrician for any other services needed for installation.

Member Unsworth made a motion to approve the contract with Lee Audio and Security in the amount of \$3,693. for cameras at Brown Memorial Court. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

b. PHN-2022-14 Resident Service Coordinator Initiative Funding Award

The Town of Stockbridge on behalf of Lee, Lenox, and Great Barrington applied for and was awarded \$60,000 for a Resident Service Coordinator, which is an increase of \$5,000 over the previous award of \$55,000. These funds are guaranteed through June 30, 2023, and it is anticipated the funding will be available for the next five years. Lee will share in this funding retaining our current coordinator, Amanda Koch. Amanda has done an exemplary job; the tenants are fortunate to have her assistance.

5. New Business

a. FY2023 DHCD ARPA Formula Funding Contract for Financial Assistance (CFA) 4001 Amendment

The director presented FY 2023 DHCD ARPA Formula Funding Contract for Financial Assistance (CFA) 4001 Amendment in the amount of \$109,652. Each LHA with state public housing received a portion of ARPA funds based upon the same formula funding used for distribution of annual appropriation.

Member Unsworth made a motion to approve the FY2023 DHCD ARPA Formula Funding Contract for Financial Assistance (CFA) 4001 in the amount of \$109,652. The motion was seconded by member Heath. Vote 4-0.

b. PHN-2022-14 Insurance Renewal for Property, Boiler & Machinery and Crime

The director presented the insurance renewal policy; due to significantly high costs, the policy has increased by 15%., the per door cost for LHAs is \$204 as compared to \$177 for 2021.

A motion to approve the payment of \$15,708 to Hays Companies, Inc. for the Property, Boiler and Machinery Insurance and Crime Insurance was made by member Unsworth. The motion was seconded by chairperson Cozzaglio. Vote 4-0.

c. FY 2022 DHCD Performance Management Review Audit

The annual Performance Management Review was conducted by Carolina Gonzales, the results are as follows:

Occupancy Rate:	No Findings
Tenant Accounts Receivable	Operational Guidance (due to outstanding rent)
Board Member Training	No Findings
Certifications and Reporting	Operational Guidance (due to error in submissions)
Annual Plan	No Findings
Net Income	No Findings
Operating Reserves	No Findings
Capital Spending	Operational Guidance (due to late construction schedule)

All findings have been resolved; this is an unpublished off-year PMR record.

d. FY 2022 Agreed-upon Procedures, Lisa Fallon, CPA P.C.

The FY 2022 Agreed-upon Procedures for the year ending June 30, 2022, was completed by Lisa Fallon, CPA, P.C.; there were no official findings, only two (2) audit notes

1. A physical count of its capital and non-capital assets should be done annually. We will do this during our annual inspections.
2. The contract register should be updated to include both modernization and goods and services contracts. Currently, they are separate, the LHA will update this register.

A motion was made by member Heath to accept the Agreed-upon Procedures FY 2022 report as presented. The motion was seconded by member Cozzaglio Vote 4-0.

3. Pittsfield Pipers, Inc. Annual Maintenance Agreement for Clarke Court

Pittsfield Pipers, Inc. has provided the LHA with a comprehensive annual service agreement that will cover 16 gas fired boilers at Clarke Court. This will include priority emergency service calls, 24-hour emergency services and priority call scheduling. This contract does not, however, cover the cost of parts. The cost of the maintenance agreement is \$8,590.00 annually.

A motion was made by member Unsworth to approve the Annual Maintenance Agreement in the amount of \$8,590 with Pittsfield Pipers, Inc. for 16 boiler units at Clarke Court. Motion was seconded by member Heath. Vote 4-0.

6. Financial

a. Monthly Check Register for November 30, 2022

The Monthly Check Register for November 30, 2022 was presented— After review, a motion was made by member Heath to accept the check register for November 30, 2022, as presented. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

a. Monthly Balance Sheets for October 31, 2022

The balance sheets for the month ending October 31, 2022, were presented. The reserve level as of October 31, 2022, for the 4001 program is 72.99%. The 689-program reserve level is at 518.89% as of October 31, 2022.

7. Executive Director's Report

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

Vacation/hrs. 44.0	Personal/hrs. 13.2	Sick/hrs. 124.96
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Community Gardens:

Katherine Miller met with the residents for a follow-up meeting to discuss the pros and cons of the garden. There was discussion as to what to plant next year and different methods of gardening that worked. She stated that the general thoughts are that no matter what the level of participation, visitors and residents alike viewed the garden positive and felt it was a beautiful addition. There is a video showcasing the Lee Community Gardens that can be viewed.

The Spaghetti Dinner on November 21, 2022 was well attended, Sherri Miller and Shannon Cella along with the director served a dinner for all residents that included spaghetti and meatballs, salad, bread and dessert. The residents seemed to enjoy the meal and fellowship. There were approximately 12 tenants that attended the dinner and would like to see more of these types of activities.

8. Any topic the Chairperson could not reasonably anticipate.

Both members Unsworth and Logsdon are members of the Community Preservation Act Committee, with member Logsdon as chairman. Member Unsworth gave an update on the Community Preservation Act; he stated that a percentage of the Town of Lee real estate taxes will be put into a fund to provide local entities will funding for specific projects. He explained they are seeking applications from various agencies and once received the committee would evaluate them and they would eventually be sent to town meeting. He further explained that there have been two meetings, the first being organizational, the second was a lengthy training meeting. Member Unsworth stated that he would keep the board updated as more information is available.

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 Heath. Vote 4-0. The meeting was adjourned at 5:16 pm.

THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR JANUARY 17, 2023

Submitted by:

Deborah M. Pedercini,
Executive Director