

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on February 16, 2021 at 4:30 p.m.

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

Those in attendance:

Sandra Cozzaglio  
Thomas Logsdon  
Tom Unsworth,  
Jennifer Heath, via remote  
Deborah M. Pedercini, Executive Director

1. Public Speak

None

2. Minutes of regular meeting of January 19, 2020.

Motion was made by member Unsworth to accept the minutes of the regular meeting of January 19, 2021. Motion was seconded by member Heath. Vote 4-0.

3. Programs

- a. 667 – There are currently 5 vacant units at Brown Memorial Court with one scheduled to be leased February 18, 2021. Two of the units have been completed by maintenance and we are processing applicants from the wait list to lease the apartments. The handicap unit is under rehab and awaiting the installation of new cabinets and appliances that have been ordered. There is funding set aside with DHCD to cover these costs. Currently there are 484 applicants on the waiting list of which 13 are local. We continue to process applicants and estimate the units to be leased next month.
- b. 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 2190 families on the wait list with 43 of those “local” and 34 veterans.

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

#### 4. Old Business

a. Project #150062 Health and Safety Grant, Auto-Door openers at Brown Memorial Court

Director Pedercini discussed the contract to be approved with New England Door Closer, Inc. in the amount of \$5,608. This project is being funded through the Health and Safety Grant that was awarded in the amount of \$24,000. This contract does not include the electrical contractor; this contract would need to be approved at a later date. The project involves two automatic door closers that will be installed in the Brown Memorial Court for handicapped access. Motion was made by member Unsworth to approve the contract with New England Door Closer, Inc. seconded by member Logsdon. Vote 4-0

The second part of the door closers is the electrical contractor that will need to be approved. Director Pedercini requested permission to sign said contract as long as it was under \$1,000. Motion was made by Chairperson Cozzaglio authorizing the director to sign contract for electrical, seconded by member Unsworth. Vote 4-0

The Director spoke about the Draft Annual Plan that is available to the tenants on the authority's website as well as available in the office. The acceptance date will be March 16, 2021.

#### 5. New Business

There was no new business to come before the board.

#### 6. Financial

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

b. Monthly Balance Sheets as of December 31, 2020. Reserve level as of December 31, 2020 for the 4001 program is 87.73% \$168,974.45. The 689-reserve level is at 540.66% \$144,495.12 as of December 31, 2020.

c. Quarterly Operating Statements and Modernization Cost Report as of December 31, 2020 was presented, after review, a motion was made by member Unsworth to accept the Quarterly Operating Statements & Cost Modernization Reports as of December 31, 2020. Motion was seconded by member Heath. Vote 4-0

6. Executive Director's Report

a. Executive Director's Benefit Balance as of w/e January 16, 2021

Vacation/hrs 22.0    Personal/hrs 13.2    Sick/hrs 13.0

b. Update on COVID-19 Vaccine administration at Brown Memorial Court.

Director Pedercini gave a brief overview of the process for the clinic that will be held at Brown Memorial Court for the tenants, employees and board members. She spoke about the Resident Support Coordinators and the great work they are doing. She stated that each day was bringing different information, at this time, a date is not certain.

c. Board Member Certification and webinars notice.

Director Pedercini provided information regarding the Board Member Certification trainings available to members. She stated that she still does not have a copy of Member Logsdon's Ethics training certificate and requested that this be submitted prior to the next board meeting.

7. Any topic the Chairperson could not reasonably anticipate.

None.

8. Adjournment

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

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

Meeting adjourned 4:55 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY,  
March 16, 2021 AT 4:30 P.M**

Submitted by:



Deborah M. Pedercini  
Executive Director

