LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on February 15, 2022, at 4:30 p.m.

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

Those in attendance: Sandra Cozzaglio

Thomas Unsworth

Jennifer Heath, remote

Deborah M. Pedercini, Executive Director

Members Absent: Marjorie Donovan

Others Present:

1. Public Speak

There was no Public Speak.

2. Minutes of regular meeting of January 18, 2022.

Motion was made by member Heath to accept the minutes of the regular meeting of January 18, 2022. Motion was seconded by member Unsworth. Vote 3-0.

3. Programs

1. 667 – There are currently three (3) vacant units at Brown Memorial Court. Unit #8 and #12 will be ready for rent by the end of the month with wait lists pulled. . Unit #23, a handicapped unit is offline currently, as the ADA Shower project will be starting soon, rather than displace a new tenant during construction. There is a current waitlist of 828 people.
2. 705 –There is currently one (1) vacant unit #27 at Clarke Court, pull lists have begun to fill the vacancy There are a total of 3279 families on the wait list.
3. 689 – currently, both programs are running well.

4. Old Business

1. FISH #150063 Brown Memorial Court Roof .

The director gave an update on the project; stating that the pre-bid conference was held on January 26, with bids due February 16, 2022. The budget for this project has been increased to approximately $388,000 which includes a Sustainability Initiative grant in the amount of $179,780.

5. New Business

1. Vacated Tenant Write-offs/Debt

There are currently five tenant write-offs totaling $1,388.00. These write-offs are uncollectable debts that are from past tenants who either left owing rent or are deceased.

A motion was made by member Unsworth to approve the write-off amount of $1,388.00 for uncollectable debts. The motion was seconded by chairperson Cozzaglio. Vote 3-0.

1. Community Garden Proposal and Resident Survey

A motion was made by chairperson Cozzaglio to postpone to the meeting of March 15, 2022. Motion was seconded by member Heath. Vote 3-0.

6. Financial

a. Monthly Check Register for January 31, 2022

Monthly Check Register for January 31, 2022– After review, a motion was made by member Unsworth to accept the check register for January 31, 2022, as presented. Motion was seconded by member Heath. Vote 3-0

b. Monthly Balance Sheets as of January 31, 2022

Monthly Balance Sheets as of January 31, 2022. Reserve level as of January 31, 2022, for the 4001 program is at 63.26%, the 689-reserve level is 522.8%.

7. Executive Director’s Report

a. Executive Director’s Benefit Balance as of week ending February 12, 2022

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 68.97

Director Pedercini informed the board that notification was received today from DHCD that the FY2022 budget was approved. She stated that all expenditures from July 1, 2022, are approved for payment. Director Pedercini stated that any contracts would be presented at the next meeting.

At this time in the meeting, tenant JS joined the open meeting, chairperson Cozzaglio welcomed JS and made her aware of the fact that there was not a full board and that they would be postponing the executive session with her complaint. JS distributed documents to the attending members and was informed that the postponement would be at the next regular meeting on March 15, 2022, and that there could be no discussion at this time. JS inquired of having a Zoom meeting. JS left the open meeting.

The meeting continued.

8. Any topic the Chairperson could not reasonably anticipate.

There were no other topics for discussion.

A motion was made by member Unsworth to close the public meeting and move to Executive Session with the intention not to return to open meeting. Motion was seconded by member Heath.

All in favor: (roll call vote), member Unsworth: yea, chairperson Cozzaglio; yea, member Heath: yea.

Public meeting was adjourned at 4:50 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR MARCH 15, 2022.**

Submitted by:

Deborah M. Pedercini

Executive Director