**LEE HOUSING AUTHORITY**

**155 MARBLE STREET**

**LEE, MA 01238**

**TEL: 413-243-3464**

Minutes of Regular Lee Housing Authority Board of Director’s meeting on January 21, 2020 at 4:30 p.m.

Meeting was called to order by Chairperson Diane Shepardson at 4:30 p.m.

Those in attendance: Diane Shepardson

 Sandra Cozzaglio

 Tom Unsworth

 Marlene Walsh, Executive Director

Those absent: Jenn Heath

1. Public Speak

None

2. Minutes of regular meeting of November 19, 2019

Sandy noted a correction to the minutes of November 19, 2019, page 2 New Business item c. reads “write of” to be corrected with “write off”.

 Motion was made by Sandy to accept the minutes of regular meeting of November 19, 2019 with noted correction. Motion was seconded by Tom to accept as amended. Vote 3-0.

3. Programs

1. 667 – a second floor vacant unit being turned over by maintenance. The unit requires complet3e rehab which includes kitchen cabinet replacement and bathroom tub/enclosure replacement. A waiver to extend to turn around time due to the extensive renovations was requested from DHCD. We are processing non-elder applicants as required by DHCD to fill this vacancy. Two additional units (1 first floor & 1 second floor) will become vacant at the end of December. The time for processing applicants, and the number of applicants processed, has greatly increased under the new CHAMP wait list system.
2. 705 – Currently there are no vacant units
3. 689 – Both programs are running well at this time.

4. Old Business

FRG has had the materials for the Brown Memorial Soffit project, FISH #150050, delivered. They have not provided the start date.

5. New Business

1. Executive Director’s Evaluation

Tom suggested, and the members present agreed, that the evaluation be completed when the full board is present.

1. Members were presented with the bid tabulation for the Kitchen Renovation project fish #150046 an under $10,000.00 project. Bids were solicited from Tom McDarby Builders and Dean Couture Construction. McDarby Construction did not submit a bid. Dean Couture Construction, who has just completed the Bathroom Renovation Project, provided a project bid in the amount of $8,845.00. Motion was made by Dee to award the Kitchen Renovation Project to Dean Couture Construction in the amount of $8,845.00. Motion was seconded by Sandy. Vote 3-0.
2. An updated Procurement Policy which complies with Commonwealth of Massachusetts procurement law, including the Executive Director’s ability to execute contracts up to $10,000.00, was presented for approval as documentation of prior adoption could not be located. The full Procurement policy had been submitted to members prior to the meeting. Motion was made by Sandy to adopt the presented Procurement Policy. Motion was seconded by Dee. Vote 3-0.
3. Capital Improvement Plan 2021 was presented for board review. Members were advised that a resident meeting, with eleven residents in attendance, had been held earlier in the day to present the plan and to take resident comments on the plan and future plans. The CIP was prepared with input from Matt on all of the properties needs. Motion was made by Dee to approve Capital Improvement Plan 2021. Motion was seconded by Sandy. Vote 3-0.
4. Members were advised that the Laurel Street Bathroom and Structural Repair Project had been assigned FISH 150061 as noted in CIP 2021. Funds in the amount of $52,500.00 were reallocated from the Fire Alarm Replacement project as the estimated cost to complete that project had been overstated.
5. The Bathroom Renovation project FISH 150045 required a Change Order. Change Order #1 to the contract with Dean Couture Construction which extends the time for completion by an additional 20 days due to a delay in the delivery of the wall panels was presented. Change Order #1 is a no cost change order and only extends the time for completion. Motion was made by Sandy to approve Change Order #1 to the contract with Dean Couture Construction for the Bathroom Renovation Project. Motion was seconded by Dee. Vote 3-0.
6. The Certificate of Substantial Completion as prepared by the Department of Housing and Community Development for the Bathroom Renovation Project was presented. Motion was made by Sandy to approve the Certificate of Substantial Completion for the Bathroom Renovation Project. Motion was seconded by Dee. Vote 3-0.
7. The Certificate of Final Completion as prepared by the Department of Housing and Community Development for the Bathroom Project was presented. Motion was made by Sandy to approve the Certificate of Substantial Completion for the Bathroom Renovation Project. Motion was seconded by Dee. Vote 3-0.
8. Members were advised that with the above votes f. thorough h. having been taken the Community Room Bathroom Renovation Project Requisition #3 would be signed to Release Retainage and the project is now closed.

6. Financial

1. Monthly Check Register for November 2019 and Monthly Check Register for December 2019 – After review a motion was made by Sandy to accept the check registers for November 2019 and December 2019 as presented. Motion was seconded by Dee. Vote 3-0.

7. Executive Director’s Report

1. E.D. Benefit Balance as of w/e January 18, 2020 – Vacation/3.18 hrs, Sick/79.16 hrs, Personal/16.5 hrs.
2. Matt reported a Workmen’s Compensation injury. Documents were obtained from our insurance company and submitted. Matt currently is working with restrictions.
3. The Executive Director Contract had been returned by DHCD requesting additional documents which included the advertisement, candidate interviewed, their rating and others. I believe all of these documents were submitted upon my hire by Sherri. The package will be resubmitted.
4. The annual recertification of rent began on January 1st. Annual Unit inspections will be scheduled in February.
5. The DHCD Resident Service Coordinator Application is still pending.
6. DHCD PHN 2019-27 advised agencies of the availability of funds through the FY20 Health and Safety Initiative. Housing Authorities interested were required to submit an application in accordance with the notice. An application was submitted and I have received verbal notice that we will be awarded funds for the installation of auto openers on the doors to the Community Room (anticipated award of $26,000).

8. Any topic the Chairperson could not reasonably anticipate – none.

9. Adjournment

 Motion was made by Dee to adjourn. Motion was seconded by Sandy. Vote 4-0. Meeting adjourned 4:25 p.m.

**THE NEXT SCHEDULED MEETING WILL BE HELD ON TUESDAY, FEBRUARY 18, 2020 AT 4:30 P.M.**

Submitted by:

Marlene Walsh, Executive Director