LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting January 17, 2023, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:31 p.m.

Members in Attendance: Sandra Cozzaglio, Chairperson

 Marjorie Donovan

 Thomas Unsworth

Thomas Logsdon

 Deborah M. Pedercini, Executive Director

Members Absent: Jennifer Heath

1. Public Speak

Tenant JJ began to verbally serve a complaint against MD and two other tenants, he was informed that he would have to put his concerns in writing and that Public Speak was not the forum for such complaints.

2. Minutes of Regular Meeting of December 20, 2022.

A motion was made by member Unsworth to accept the minutes of the regular meeting of December 20, 2022. Motion was seconded by member Logsdon. Vote 3-1. Member Donovan abstained due to absence.

3. Programs

1. 667 There are two vacant units; #19 and #23. Current Waitlist: 1278
2. 705 There is one vacant unit #15, a three-bedroom handicapped; an eviction was issued to unit #42 with tenant expected to vacate effective January 31, 2023. Current Waitlist: 4464
3. 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

FISH#150063 Brown Memorial Court Kitchen and Bath Ventilation

The director gave an update on the ventilation at Brown Memorial Court which continues to be an issue, there have been several attempts to remedy the problem. The systems have been turned to the lowest setting to avoid the high cost of utilities.

5. New Business

1. Annual Recertifications

All residents have received the 2023 Annual Recertification packets due to return in February for lease addendums effective April 1, 2023.

1. FY 2022 Annual Town Report

The director presented the FY 2022 Annual Town Report for approval.

A motion was made by member Unsworth to accept the FY 2022 Annual Town Report. Motion was seconded by member Donovan. Vote 4-0

1. Abandoned Unit Policy

The director presented the Abandoned Unit Policy for approval.

A motion to approve the Abandoned Unit Policy was made by member Unsworth. The motion was seconded by member Donovan. Vote 4-0.

All tenants will receive a copy of the policy.

1. Tenant Rental Delinquency and Eviction Enforcement

The director informed the board there are several tenants that have been habitually late in rental payments. Several tenants were given the opportunity to write a repayment agreement instead of being evicted; unfortunately, they are not adhering to these agreements. This leaves the LHA with no recourse but to proceed with eviction. Currently there are five tenants that have repayment agreements that have defaulted and the total amount due to the LHA is 8,225.00. This large sum is due to the COVID-19 moratorium on evictions that lasted almost two years.

1. 2024 Annual Plan Draft

The Annual Plan draft for 2024 was posted on January 5, 2023, for all tenants and the public to review. The Annual Plan is intended to provide insight into the authority’s operations and plans for the coming fiscal year as they affect the state-aided public housing. A hearing date has been set for March 21, 2023, at 4:15. This is just prior to the regular LHA meeting. The director asked that the board look at the draft and provide feedback. The draft is posted in the BMC Community Room as well as on our website and the DHCD website.

6. Financial

 a. Monthly Check Register for December 31, 2022

The Monthly Check Register for December 31, 2022 was presented– After review, a motion was made by member Donovan to accept the check register for December 31, 2022, as presented. Motion was seconded by member Logsdon. Vote 4-0.

1. Monthly Balance Sheets for December 31, 2022

The balance sheets for the month ending December 31, 2022, were presented.

The reserve level as of December 31, 2022, for the 4001 program is 73.37%. The 689-program reserve level is at 522.62% as of December 31, 2022.

1. Quarterly Operating Statements and Modernization Cost Report as of December 31, 2022

The director presented the Quarterly Operating Statements and Modernization Cost Report as of December 31, 2022.

Motion to accept the Quarterly Operating Statements and Modernization Cost Report as of December 31, 2022, was made by member Unsworth. Motion was seconded by member Donovan. Vote 4-0

7. Executive Director’s Report

 Executive Director’s Benefit Balance as of week ending January 13, 2023

The director requested to carry over one week vacation of 22 hours that was unused in 2022.

A motion to approve the carryover of 22 hours of vacation to 2023 was made by member Donovan. Motion was seconded by member Logsdon. Vote 4-0.

Vacation/hrs. 66.0 Personal/hrs. 13.2 Sick/hrs. 127.50

Conflict of Interest:

Christopher Brittain, Town Administrator has requested that all board members take the Conflict-of-Interest training program. This is done every two years; the Town is now requesting that all town employees and board members have the same completed date for ease of monitoring the certificates. Therefore, even if you are up to date on the training, you will still need to take the training by the end of February.

Town of Egremont will be applying for CDBG funds to provided home repair services to local resident in Egremont and Lee. We have been asked by Dawn Odell Lemon from The Resource Inc. in Great Barrington to write a letter of support on behalf of the Lee Housing Authority.

The director presented the letter to the board for their information and support from the Lee Housing Authority.

8. Community Preservation Act Committee Report

Member Unsworth gave an update on the Community Preservation Act Committee. He stated that 10% of the Town of Lee real estate taxes will be put into a fund to provide local entities with funding for specific projects. He explained that the program currently is discussing projects that will need approval from the selectmen at the open Town meeting. He stated that there are four areas of criteria for applicants: open space and recreation, housing, historic and miscellaneous. The next meeting for the Community Preservation Act Committee will be March 22, 2023, at Town Hall.

9. Any topic the Chairperson could not reasonably anticipate.

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 Donovan. Vote 4-0.

The meeting was adjourned at 5:02 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR February 21, 2023**

Submitted by:

Deborah M. Pedercini,

Executive Director