LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting January 16, 2024, 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

 Thomas Logsdon

 Marjorie Donovan

 Jennifer Heath

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Unsworth

1. Public Speak

There was no one present for Public Speak.

2. Minutes of the Regular Meeting of December 20, 2023.

A motion was made by member Donovan to approve the minutes of the Regular Meeting of December 20, 2023. Motion was seconded by member Logsdon. Member Heath abstained due to absence. Vote 4-0.

3. Programs

667 There are currently four (4) vacant units at Brown Memorial Court; #14, 24, #44 and #45. There are currently pull lists for four units. Current Waitlist: 1629

705 There remains two (2) vacant units at Clarke Court; #15, a three-bedroom handicapped unit and #42 a three-bedroom unit. Both units are 100% renovated and are diligently working on filling the two units Current Waitlist: 5856

689 Both 150 Laurel Street and 185 Marble Street are running well. Work began today, January 16, 2024, at 185 Marble Street for the bathroom renovations.

4. Old Business

1. FISH #150063 Brown Memorial Court, Ventilation project.

Unfortunately, with the latest estimates of over $500,000 from LaRochelle Construction to try to correct the bathroom ventilation fans by installing individual unit controls; it was decided to keep the current system and try to keep the fans at the lowest speed. The kitchen hoods will be removed, ductwork capped at wall and new recirculating hoods will be installed. EOHLC will purchase the kitchen fan units and we will install the units.

LaRochelle will be preparing a Certificate of Final Completion for payment that should be available for our next meeting in February.

4. New Business

1. Approval of Agreed-upon Procedures (AUP) Fiscal Year 2023

The director presented the Agreed-upon Procedures (AUP) report for Fiscal year 2023, which was prepared and completed by Lisa Fallon, CPA, P.C. There were no findings. A motion to approve the AUP was in order.

Member Donovan made a motion to approve the AUP for Fiscal Year 2023 report as submitted. Motion was seconded by member Logsdon. Vote 4-0

6. Financial

1. Monthly check register for December 31, 2023

The Monthly Check Register for December 31, 2023, was presented– After review, a motion was made by member Donovan to accept the check register for December 31, 2023, as presented. Motion was seconded by member Heath. Vote 4-0.

1. The balance sheets for the month ending November 30, 2023, were presented. The reserve level as of November 30, 2023, for the 4001 program is 70.43%. The 689-program reserve level is at 451.69 % as of November 30, 2023.
2. Monthly Balance Sheets for December 31, 2023

The balance sheets for the month ending December 31, 2023, were unavailable and were postponed to the next regular meeting.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of December 18, 2023

Vacation: 44 Personal: 13.5 Sick: 204.35

1. Resident Services Coordinator December Report

The December RSC reports were presented to the board for their review.

8. Community Preservation Act Committee Report

Member Logsdon gave a brief update on the status of the Community Preservation Committee’s progress. A copy of the minutes of the Lee CPC December meeting is attached for reference.

9. Any topic the Chairperson could not reasonably anticipate.

None.

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

11. Adjournment

Member Donovan made a motion to adjourn the meeting. Motion was seconded by member Logsdon. Vote 4-0.

The meeting was adjourned at 4:57 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR February 20, 2024**

Submitted by:

Deborah M. Pedercini, Executive Director