

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting July 21, 2022, at 4:30 p.m.

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

Members in attendance: Sandra Cozzaglio, Chairperson
Thomas Unsworth
Marjorie Donovan
Thomas Logsdon
Deborah M. Pedercini, Executive Director

Members Absent: Jennifer Heath

1. Public Speak

None

2. Minutes of Regular Meeting of June 21, 2022.

Member Cozzaglio noted an error in minutes, on page four (4), remove: "business owner" and replace with: "administrator for a local business"

Motion was made by member Unsworth to accept the minutes of the regular meeting of June 21, 2022, as amended. Motion was seconded by member Logsdon. Abstention, member Donovan, due to absence. Vote 3-1.

Minutes of the Executive Session Meeting of June 21, 2022.

Motion was made by member Unsworth to accept the minutes of the executive session meeting of June 21, 2022, as amended. Motion was seconded by member Logsdon. Abstention, member Donovan, due to absence. Vote 3-1

Minutes of Executive Session Meeting of March 15, 2022.

Motion was made by member Logsdon to accept the minutes of the executive session meeting of March 15, 2022. Motion was seconded by member Unsworth. Abstention, member Donovan, due to absence. Vote 3-1.

3. Programs

- a. 667 There is only one handicapped unit #23 available, and it is on hold while the ADA shower upgrade is in process. A pull list is in process. Current Waitlist: 998
- b. 705 The property has one vacant unit #37 available for rent and will need a substantial amount of rehab. Unit #27 was recently rented July 19, 2022, A pull list is in process for Unit #37. Current Waitlist: 3773
- c. 689 Both programs running well.

4. Old Business

- a. Single Hearing Officer-Grievance Nominee

At the meeting of June 21, 2022, the LHA nominated Garth Story to serve as Single Hearing Officer to preside at the conduct hearings and to render prompt and reliable determination of matters at issue. Upon notification of candidates for appointment, tenants had thirty (30) days to disapprove of the nominee in writing. The thirty-day period has passed, the nominee can now be appointed by the Board of Directors.

The chairperson called for an appointment of Garth Story as Single Hearing Officer-Grievance

Motion was made by member Unsworth to appoint Garth Story as Single Hearing Officer-Grievance. Motion was seconded by member Logsdon. Vote 4-0.

- b. Single Hearing Officer- Grievance Alternate #1

At the meeting of June 21, 2022, the LHA nominated Thomas Swift to serve as Single Hearing Officer-Grievance Alternate #1 to preside at the conduct hearings and to render prompt and reliable determination of matters at issue. Upon notification of candidates for appointment, tenants had thirty (30) days to disapprove of the nominee in writing. The thirty-day period has passed, the nominee can now be appointed by the Board of Directors.

The chairperson called for an appointment of Thomas Swift as Single Hearing Officer-Grievance Alternate #1.

Motion was made by member Unsworth to appoint Thomas Swift as Single Hearing Officer-Grievance Alternate #1. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

5. New Business

Community Preservation Act Committee Nomination

The Town of Lee recently adopted the CPA (Community Preservation Act) by laws which included the creation of a committee to recommend CPA funds to Town Meeting. The bylaws

allow for members from the Housing Authority. The chairperson recommended Thomas Unsworth to the Select Board for appointment.

Member Donovan made a motion to nominate Thomas Unsworth as the Lee Housing Authority's representative for the Community Preservation Act Committee. Motion was seconded by chairperson Cozzaglio. Vote 3-0. One abstention, member Unsworth abstained.

6. Financial

a. Monthly Check Register for June 30, 2022

The Monthly Check Register for June 30, 2022 was presented— After review, a motion was made by member Logsdon to accept the check register for June 30, 2022, as presented. Motion was seconded by chairperson Cozzaglio. Vote 4-0

b. Monthly Balance Sheets as of June 30, 2022

Balance sheets were unavailable due to the year end. Sue Honeycutt will be meeting with director on July 27, 2022 to close out Fiscal Year 2022.

Regarding the June 30, 2022 AUP, our current Auditor, Gary DePace's contract has ended. Every five years, DHCD requires changing auditors. I received notice on July 19, 2022 that Lisa Fallon, CPA in Monson, MA is on the list of approved auditors, and is interested in performing our FY 2022 and entering a five-year contract.

A motion to entertain entering into a contract with Lisa Fallon, CPA was made by chairperson Cozzaglio Motion was seconded by member Unsworth Vote 4-0.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending July 18, 2022

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 95.82

b. Dental and Eye Insurance Benefits for Lee Housing Authority Employees.

The Association of Local and Public Housing Authorities (ALPHA) which is comprised of 178 LHA's/PHA's and over 3,280 employees created an RFP, went out to bid, and procured a dental and vision coverage plan for authorities that were previously not eligible for such insurance. The Lee Housing Authority has the option to join this group and offer these benefits to its employees. We are requesting that the Lee Housing Authority, in keeping with our current medical benefits under GIC, to authorize the authority to help defray the cost in obtaining this essential insurance. Currently the LHA pays 80% for employees hired before July 1, 2003, and 75% for employees hired after 2003.

Considering the two eligible employees, the split would be 75% authority and 25% employees, the director provided the members with the rate sheets and information regarding monthly premiums.

Member Unsworth made a motion to approve the dental and eye insurance coverage for Lee Housing Authority employees and accept the percentages as presented. Motion was seconded by member Logsdon. Vote 4-0

8. Any topic the Chairperson could not reasonably anticipate.

Chairperson Cozzaglio presented the Town of Lee Handbook for Volunteers and discussed the value of the document. A copy was provided to all members and a copy will remain in the authority's main office as well.

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

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

Meeting was adjourned at 4:57 pm.

THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR AUGUST 16, 2022.

Submitted by:

Deborah M. Pedercini
Executive Director