

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting July 18, 2023, at 4:30 p.m.

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

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

Members Absent: Jennifer Heath
Thomas Logsdon

1. Public Speak

There was no one present for Public Speak.

2. Minutes of Regular Meeting of June 20, 2023.

Member Unsworth requested the minutes be amended to remove the words conflict from his abstention vote, 4. Old Business, Lee Energy Group Solar Credit Contract. The director stated she would amend the minutes.

A motion was made by chairperson Cozzaglio to accept the minutes of the Regular Meeting of June 20, 2023, as amended. Motion was seconded by member Donovan. Vote 3-0.

3. Programs

- a. 667 There are currently five (5) vacant units at Brown Memorial Court; #10,#19, #24,#31, and #37 On July 10 the LHA, housed a local veteran in unit #1. There are currently pull lists for four units. Current Waitlist: 1415
- b. 705 There are currently two (2) vacant units at Clarke Court; #15, a three-bedroom handicapped unit and #42 a three-bedroom unit. Both units are currently being renovated and a list has been pulled. Current Waitlist: 4803
- c. 689 Both 150 Laurel Street and 185 Marble Street are running well. The Budd House bathroom renovations are underway as of July 10, 2023.

4. Old Business

- a. FISH #150063 Brown Memorial Ventilation, Change Order #6, LaRochelle Construction Co., Inc. Removal of Asbestos to Expose HVAC Duct Work

Due to the discovery of a 1% detection of asbestos in the Brown Memorial units, there is an immediate need to have more extensive investigation. Therefore, two bids for asbestos removal were procured: Batista Environmental, \$8,706 and Compass Restoration \$4,950.

In order to proceed, the board will need to approve Change Order #6 in the amount of \$6,601.09. This amount includes overhead and profits for the general contractor as well.

Member Donovan made a motion to approve Change Order #6, Brown Memorial Court Ventilation, Removal of Asbestos, LaRochelle Construction Co., Inc. in the amount of \$6,601.09. Motion was seconded by member Unsworth. Vote 3-0.

5. New Business

a. EOHLC Contract for Financial Assistance (CFA) Amendment #12

EOHLC Contract for Financial Assistance (CFA) 5001 Amendment #12, in the amount of \$457,916 which includes a Compliance Reserve award for the bathrooms at 689-Budd House in the amount of \$348,057 as well as the Formula Funding Award for FY 2026 in the amount of \$109,859. This Amendment will need to be executed by the LHA Board of Directors and the chairperson will need to sign the Standard Contract Form.

Member Unsworth made a motion to approve the EOHLC Contract for Financial Assistance (CFA) Amendment #12 in the amount of \$457,916. Motion was seconded by member Donovan. Vote 3-0.

6. Financial

a. Monthly check register for June 30, 2023

The Monthly Check Register for June 30, 2023 was presented— After review, a motion was made by member Unsworth to accept the check register for May 31, 2023, as presented. Motion was seconded by member Donovan. Vote 3-0.

b. Monthly Balance Sheets for June 30, 2023

The balance sheets were unavailable for this meeting. They will be approved at the next regular meeting.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending July 15, 2023

Vacation/hrs. 44.0 Personal/hrs. 13.5 Sick/hrs. 161.33

The director informed the board of directors that when appropriate, and when it was feasible, she would like to work two to three days a month from home as well as inclement weather days when necessary.

Member Donovan stated that she would advocate for one day a week that the director could work from home as well as when bad weather arose. Member Unsworth inquired from the director approximately how many days a month she would be working from home; the director stated approximately three (3).

After discussion, member Donovan made a motion to allow the Executive Director to work three days per month from home as appropriate as well as when the weather is inclement. Member Unsworth seconded the motion. Vote 3-0.

b. September Board Meeting Reschedule

The director informed the board that she would be attending the fall NAHRO conference on the regularly scheduled September meeting date. An alternate date could be set for September 26, 2023.

Member Unsworth made a motion to postpone the regular September Board of Directors meeting to September 26, 2023. Member Donovan seconded the motion. Vote 3-0.

Discussion ensued about cancellation of the Regular meeting of August 15, 2023, unless there was a need for a special meeting. Member Unsworth made a motion to cancel the Regular Meeting of August 15, 2023. Motion was seconded by member Donovan. Vote 3-0.

The director informed the board that the CHP van came to Brown Memorial Court for vaccines on June 27, 2023, and several tenants were vaccinated.

An ice cream social and summer craft was held July 3, 2023, at Brown Memorial Court community room, several tenants attended and enjoyed themselves.

c. Resident Services Coordinator Report for June 30, 2023

The board was provided an update for the month of June 2023 of the number of tenants that were served. The report was presented to the board for informational purposes only and names were redacted.

8. Community Preservation Act Committee Report

Member Unsworth stated that he had not attended the latest meeting, and member Logsdon was not present, however, he stated that applications are still being accepted.

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.

11. Adjournment

Member Unsworth made a motion to adjourn the meeting. Motion was seconded by member Donovan. Vote 3-0.

The meeting was adjourned at 5:10 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 26, 2023

Submitted by:

Deborah M. Pedercini,
Executive Director