

**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 June 16, 2020 at 4:30 p.m.

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

Those in attendance: Diane Shepardson  
Sandra Cozzaglio  
Jenn Health  
Marlene Walsh, Executive Director

Those absent: Tom Unsworth

1. Public Speak none

2. Minutes of regular meeting of March 17, 2020

Marlene read the minutes of the March 17, 2020 noting typographical errors that would be corrected.

Motion was made by Sandy to accept the minutes of the regular meeting of March 17, 2020 with the corrections noted. Motion was seconded by Jenn. Vote 3-0

3. Programs

a. 667 – There are currently 5 vacant units at Brown Memorial Court. Two of the apartments became vacant on June 1<sup>st</sup>. All apartments are located on the second floor. Maintenance has completed the turnover of three apartments vacated prior to June 1<sup>st</sup>. The two apartments vacated on June 1<sup>st</sup> are being worked on. We are processing both elderly and handicapped applicants. A waiver has been requested on every unit that has become vacant citing staff capacity and COVID-19 related delays. A total of seventy-seven applicants have been pulled from the CHAMP wait list. One unit offer was turned down due to concerns about moving during COVID-19 restrictions.

b. 705 – The property is 100% occupied with no notices of intent to vacate. There is a wait list for every unit type.

c. 689 – both programs are running well at this time.

Bear sightings continue to be reported at Brown Memorial Court and Clarke Court. A notice was delivered to all Brown Memorial Court and Clarke Court apartments requesting cooperation with trash disposal in an effort to reduce bear activity. Jenn noted that Turner Terrace Condos had trash containers that were successful in stopping bear activity and suggested that Marlene check with them.

#### 4. Old Business

a. Executive Director's Evaluation

Remains tabled. All members are not present.

#### 5. New Business

a. Regional Legal Services Program Participation Agreement

DHCD is beginning a Regional Legal Services Program for State-Aided Housing Programs in Western MA. DHCD held a conference call for Western MA Executive Directors to explain how the program will work. DHCD has identified and listed specific attorney's that can be utilized under the program. The Lee Housing Authority has been allocated \$3,000. in funds for this program (Program Description distributed to members). In a given fiscal year the Department will reimburse the agency up to a total of \$3,000. for legal services with a designated attorney.

Motion was made by Sandy to approve entering into the DHCD Regional Legal Services Program Participation Agreement as presented. Motion was seconded by Dee. Vote 3-0

#### 6. Financial

a. Monthly Check Register for March 21, 2020 – After review a motion was made by Dee to accept the check register for May 31, 2020 as presented. Motion was seconded by Jenn. Vote 3-0

b. Monthly Check Register for April 30, 2020 – After review a motion was made by Dee to accept the check register for April 30, 2020 as presented. Motion was seconded by Jenn. Vote 3-0

c. Monthly Balance Sheet as of February 29, 2020. Reserve level as of February 29, 2020 for the 4001 program is 76.59%. The 689 reserve level is at 504.78% as of February 29, 2020.

d. Monthly Balance Sheet as of March 31, 2020. Reserve level as of March 31, 2020 for the 4001 program is 79.56%. The 689 reserve level is at 512.84% as of March 31, 2020.

e. Monthly Balance Sheet as of April 30 , 2020. Reserve level as of April 30, 2020 for the 4001 program is 76.77%. The 689 reserve level is at 510.53% as of April 30, 2020.

7. Executive Directors Report

a. ED Benefit Balance as of w/e June 15, 2019

*Vacation/hrs                  Sick/hrs                  Personal/5.5 hrs*

Vacation and Sick time are earned through accrual. I've requested that Sue review the accrual she completes the year end financials to ensure they are correct. Accrued time is reviewed during the annual Agreed Upon Procedures (AUP) independent audit. They will be reported at the next meeting.

b. All capital improvement plans are on hold due to concerns of the spread of COVID-19

c. <sup>ing</sup> Protections have been put in place to preserve tenancies during COVID-19. We are operation with eviction restrictions. No late fees will apply during this period. A notice was sent to all residents advising that if they had changes in employment income to please contact the office for a rent revision.

d. DHCD has waived annual recertification and inspection requirements during this time.

8. Any topic the Chairperson could not reasonably anticipate.          None

9. Adjournment

Motion was made by Sandy to adjourn. Motion was seconded by Jenn. Vote 3-0  
Meeting adjourned 5:10 p.m.

**THE NEXT SCHEDULED MEETING WILL BE HELD ON TUESDAY, July 21,  
2020 AT 4:30 P.M.**

Submitted by:

*Mal Wald*  
*Exec Director*