

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

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

Meeting was called to order by Chairperson Cozzaglio at 4:34 p.m.

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

Members Absent: Marjorie Donovan

1. Public Speak

Tenant M.R. stated that she was concerned with the numerous complaints that she has filed of residents smoking in their units as well as on the property; today being her third complaint to the Board of Directors. She stated that this has been on-going for the entire time she has been a tenant since 2018, and that tenants are not adhering to the rules and the no-smoking policy. She requested that the board follow through with evictions on tenants that have been given ample notifications in accordance with the lease agreement.

J.W. identified herself as M.R.'s sister and stated she was advocating for her. She stated that the Lee Housing Authority, Brown Memorial Court, is a smoke-free facility; and that her sister moved to the facility with the assurance that tenants would not be disturbed, nor their health be jeopardized by smoking on the premises. She stated that if there are policies in place, then enforcement should be followed through.

2. Minutes of regular meeting of May 17, 2022.

Motion was made by member Unsworth to accept the minutes of the regular meeting of May 17, 2022. Motion was seconded by member Logsdon. Abstention, chairperson Cozzaglio, due to absence. Vote 3-1.

Minutes of Executive Session meeting of March 15, 2022.

Minutes were unavailable, motion was made by member Unsworth to move to next meeting for approval. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

### 3. Programs

- a. 667 There is only one unit available, and it is on hold while the ADA shower upgrade is in process. Current Waitlist: 957
- b. 705 The property has two vacant units #27 available for rent currently, and Unit #37 which was recently vacated June 1, 2022, and will need a substantial amount of rehab. A pull list is in process for Unit #27. Current Waitlist: 3649
- c. 689 Both programs running well, we will be doing inspections on both units this month to determine any projects that will need to be done.

### 4. Old Business

- a. Brown Memorial Court Community Garden update

Greenagers and Katherine Miller began planting on June 2, along with tenants that attended the May 23<sup>rd</sup> meeting. Currently there are volunteers that are watering and caring for the gardens.

There are also two other gardens on property that the tenants have been caring for as well. One is at the North end entrance and the other at the rear of the East building's greenspace.

- b. FISH#150070 Brown Memorial Court Sidewalk Repairs

The sidewalks at Brown Memorial Court that were recently repaired in the fall are crumbling in many spots and will need to be repaired. The director met with the contractor, A. Williams, on June 1, 2022, and he stated that he would have a crew back to the site and do the necessary repairs in a timely manner.

- c. FISH#150066 Brown Memorial Court ADA Showers

A pre-construction conference was held on June 8, 2022 and was attended by Matthew Withers and director Pedercini along with RCAT representative, Hugh Mackay and Cornerstone Building Services. The project will begin as soon as there is a confirmation of when materials will be received by the contractor. Inquiries were made by the director as to how the tenants will be inconvenienced and whether there will be a need for relocation. It was determined that the first unit to be rehabbed will be the vacant unit, therefore, other tenants will be able to access bathroom facilities while their unit is being completed. The contractor informed the LHA the tenants should not be inconvenienced more than two (2) days.

- d. FISH#150063 Brown Memorial Court Roof Replacement

Larochelle Construction began soffit replacement and venting work at Brown Memorial Court on June 6, 2022. The soffits were completed on June 16, the crew worked diligently and with little

disruption to the tenants. They will begin the next phase of roofing, and electrical work on the residential buildings within the month's end.

## 5. New Business

### a. DHCD Fair Housing Marketing Plan

DHCD notified LHAs that starting with the 6/30/22 – 3/31/23 fiscal year end planning year, LHAs will be required to adopt a Fair Housing Marketing Plan as part of Performance Management Review (PMR).

LHA's will be required to biennially determine whether the percentage for each minority group in the LHA's housing program is significantly below the percentage for the minority group in the general population of the city or town, if so shall update and implement its written Fair Housing Marketing Plan to ensure affirmative outreach to the minority group.

The Fair Housing Marketing Plan was presented to the board for approval.

A motion to adopt the Fair Housing Marketing Plan as presented was made by member Unsworth. Motion was seconded by member Heath. Vote 4-0.

### b. Reasonable Accommodation Policy

DHCD notified LHAs that starting with the 6/30/22 – 3/31/23 fiscal year end planning year, LHAs will be required to adopt a Reasonable Accommodation Policy as part of the Performance Management Review (PMR).

LHAs are prohibited from discriminating against persons with disabilities and have affirmative obligations to provide equal opportunities for persons with disabilities in LHA housing and other programs, services, and activities. LHAs must completely review all applicable state and federal civil rights laws and implementing rules and regulations pertaining to non-discrimination and access for persons with disabilities, including Chapter 151B of the Massachusetts General Laws, the federal Fair Housing Act, as amended, the Americans with Disabilities Act ("ADA"), as amended, and Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504")

The Lee Housing Authority currently has a Reasonable Accommodations Policy that was adopted on October 17, 2005; this policy will be replaced with the updated policy that is approved today.

The Reasonable Accommodation Policy was presented to the board for approval.

A motion to adopt and revise the Reasonable Accommodation Policy as presented was made by member Unsworth. Motion was seconded by member Logsdon. Vote 4-0.

c. Single Hearing Officer-Grievance Nominee

The LHA shall nominate one or more persons to serve as 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 have thirty (30) days to disapprove of the nominee in writing. After the thirty-day period has passed, the nominee can then be appointed by the Board of Directors.

The chairperson presented the nominee, Mr. Garth Story for nomination.

Mr. Story spoke about himself, stating he had been a high school principal, had been involved in the community over the many years he has been a resident and served as a Zoning Board member.

d. Single Hearing Officer- Grievance Alternate #1 Nominee

The chairperson spoke on behalf of the nominee for Single Hearing Officer, Alternate #1, Mr. Thomas Swift.

Mr. Swift was unable to attend the meeting, therefore, chairperson Cozzaglio stated that she felt he would be an exemplary candidate as he had served on the Chamber of Commerce as well as administrator for a local business and is a very community and civic minded individual.

The director stated the 30-day appeal period will end on July 21, 2022, and that the LHA Board of Directors next scheduled meeting will be July 19, 2022. A motion to reschedule the Regular Meeting of July 19, 2022, to July 21, 2022, was in order.

A motion to move the regularly scheduled July 19, 2022, meeting to July 21, 2022, was made by member Unsworth. Motion was seconded by member Heath. Vote 4-0.

6. Financial

a. Monthly Check Register for May 31, 2022

The Monthly Check Register for May 31, 2022 was presented— After review, a motion was made by member Unsworth to accept the check register for May 31, 2022, as presented. Motion was seconded by member Cozzaglio. Vote 4-0

b. Monthly Balance Sheets as of May 31, 2022

Monthly Balance Sheets as of May 31, 2022. Reserve level as of May 31, 2022, for the 4001:  
64.51% 689: 525.70%

7. Executive Director's Report

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

Vacation/hrs. 44.0      Personal/hrs. 13.2      Sick/hrs. 90.76

The director informed the board that Clarke Court recyclables will now be switching to a 4-yard single recyclable container picked up once per week and the totes will be removed. This will go into effect this week.

The director informed the board of the ARPA funds submission that is due June 30, 2020. The following projects are slated for funding totaling \$109,652.

\*667 BMC Community Room Generator-for use of BMC tenants during an emergency power outage

\*Possibly, new Handicapped ramps at BMC

\*667BMC Porch Walkway Ceiling

\*689 Laurel Street Exterior Painting of Building

\*689 Budd House Soffits and Gutters and Power Wash

\*705 Clarke Court Renovation at Turnover

8. Any topic the Chairperson could not reasonably anticipate.

There were no other topics for discussion.

A motion was made by chairperson Cozzaglio to close the public meeting and move to Executive Session *with the intention not to return to open meeting*. Motion was seconded by member Unsworth.

A roll call vote was called, Heath, yea, Logsdon, yea, Unsworth, yea, Cozzaglio, yea. Vote 4-0.

Public meeting was adjourned at 5:42 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR JULY 21, 2022.**

Submitted by:

Deborah M. Pedercini  
Executive Director