

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting June 20, 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
Thomas Logsdon
Deborah M. Pedercini, Executive Director

Members Absent: Jennifer Heath

1. Public Speak

There was no one present for Public Speak.

2. a. Minutes of Executive Session Meeting of April 19, 2023.

A motion was made by chairperson Cozzaglio to accept the minutes of the Executive Session meeting of April 19, 2023. Motion was seconded by member Unsworth. Vote 4-0.

b. Minutes of Regular Meeting of May 16, 2023

A motion was made by member Unsworth to accept the minutes of the Regular meeting of May 16, 2023. Motion was seconded by member Logsdon. Member Donovan abstained due to absence. Vote 3-1.

c. Minutes of Special Meeting of May 25, 2023

A motion was made by member Unsworth to accept the minutes of the Special meeting of May 25, 2023. Motion was seconded by member Donovan. Member Logsdon abstained due to absence. Vote 3-1.

3. Programs

667 There are currently six (6) vacant units at Brown Memorial Court; #1, #10, #19, #31, #37 and most recently, #24 due to moving with family. There are currently pull lists for four units. Current Waitlist: 1402

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: 4686

689 Both 150 Laurel Street and 185 Marble Street are doing well. A new lease addendum for 185 Marble Street has been executed effective July 1, 2023, to June 30, 2024, the new COLA increase will be in the amount of \$3,021.17 up from \$2,735.60. There has not been an increase in two years. This will help slightly offset the high expenses that have been incurred this past year.

4. Old Business

a. FISH #150082 Budd House Bathroom Renovation

The bids were due on May 17, 2023, there was only one bid that came in at \$302,547 from Diversified Construction Services, LLC. The contract was awarded at the May 25, 2023, meeting and the contract was signed and executed on June 13, 2023, by the executive director and is at DHCD for their final signatures. This project is slated to start construction this month, pending product availability.

b. Lee Energy Group, LLC Solar Credit Contract

Todd Bard from Lee Energy Group, LLC gave a presentation to discuss the opportunities in Solar Credit at the meeting of May 17, 2023. A motion was made to postpone the decision to execute a contract to the meeting of June 20, 2023.

After much discussion and speaking with Mr. Bard via telephone, questions were asked and answered as well as a review of a letter of recommendation from the town of Montague it was decided to execute the contract with Lee Energy Group, LLC.

Member Logsdon made a motion to approve the contract with Lee Energy Group, LLC for a 20-year term. Motion was seconded by member Donovan. Member Unsworth abstained. Vote 3-1.

c. Discussion of Maintenance Positions

Both Maintenance employees have given notice that they will be retiring. The Maintenance/Groundkeeper/Custodian PT position will be leaving November 1, 2023, and the Maintenance Mechanic, FT employee will be leaving effective February 1, 2024.

Both positions will need to be advertised as follows: Full time (35 hours) Maintenance Mechanic September 1, 2023, to begin working November 1, 2023. Part time (16 hours) Groundskeeper/Custodian, November 1, 2023, to begin working January 1, 2024.

There will be an overlap with two full time maintenance which will increase the total maintenance hours by 19 per week for a period of three months, totaling approximately \$6,400.

The Admin Assistant/Housing Coordinator's hours were reduced from 16 to 8 in January with a savings of \$8,736 in our upcoming FY 2024 budget.

5. New Business

a. PHN 2023-07 Revised Income Limits & FMR

The board was presented the Revised Income Limits for Admission & Fair Market Rates for Continued Occupancy for the Town of Lee set by HUD.

The Revised Income Limits for Lee Housing Authority will need to be adopted for each specific household size, one through eight.

Member Unsworth made a motion to adopt the Revised Income Limits for Admission for household size one through eight. Motion was seconded by member Logsdon. Vote 4-0

b. DHCD Transition to new name

Effective June 1, 2023, DHCD transitioned to the Executive Office of Housing and Livable Communities (EOHLC). This was based on Governor Healey and Lt. Governor Driscoll filing Article 87 legislation earlier this year to establish a stand-alone secretariat focused on housing.

Some of the changes will include a new Secretary, Ed Augustus, undersecretary, Jennifer Maddox will continue to serve on EOHLC's senior leadership team. All other staff will remain the same and existing contracts with DHCD will remain fully valid once the transition to EOHLC is made.

6. Financial

a. Monthly check register for May 31, 2023

The Monthly Check Register for May 31, 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 Logsdon. Vote 4-0.

b. Monthly Balance Sheets for May 31, 2023

The reserve level as of May 31, 2023, for the 4001 program is 72.27%. The 689-program reserve level is at 451.08% as of May 31, 2023. You will notice that the 689 level has gone down a bit, this is due to several unexpected expenditures at 185 Marble Street for heating system and sprinkler repairs.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending June 24, 2023

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 156.25

The director informed the board that she will be attending a seminar on hoarding on June 27, that is being sponsored by Elder Services. She stated that she was hopeful to get some good information to assist some of the tenants that have issues with this.

Currently we have a tenant that has been struggling with hoarding, in generally unsanitary and unsafe conditions. The tenant feels they are above having to abide by the rules and regulations and that they are being targeted.

LHA is in no way targeting this tenant, Amanda, Shannon, and the director have attempted to assist the tenant in finding help to clean the unit as well as finding storage unit options. The tenant continues to ignore any correspondence. The next step is to involve Tri-Town Health and file a report, next a social worker would reach out to the tenant to schedule a time to view the unit. If the tenant refuses to cooperate, the court will issue an "Administrative Warrant" to gain access to the unit. From there the social worker will work with the tenant to connect them with services specific to their needs based off an assessment of the unit. We want the tenant to remain, however, cooperation is imminent.

The director informed the board of upcoming activities. An ice cream social and summer craft is planned for July 3, 2023, at Brown Memorial Court community room; all residents are welcome.

The CHP van will be at Brown Memorial Court for vaccines on June 27, 2023.

7. Resident Services Coordinator Report for May 30, 2023

The board was provided an update for the month of May 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

Members Unsworth and Logsdon gave a quick update on the CPAC. The CPA application was finalized and put on the website. Interested parties should submit a letter of interest and basic information on their project. The board will then review and decide whether the applicant is meeting the requirements; then a long form application will be submitted for review to the full board.

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 4-0.

The meeting was adjourned at 5:43 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 20, 2023

Submitted by:

Deborah M. Pedercini,
Executive Director