

**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 November 17, 2020
at 4:40 p.m.

Meeting was called to order by Chairperson ^{Vice} Sandy Cozzaglio at 4:40 p.m.

Those in attendance:

Sandra Cozzaglio
Tom Unsworth - remote
Jen Heath
Marlene Walsh, Executive Director

Those absent: Tom Logsdon

1. Public Speak - none
2. Minutes of regular meeting of September 29, 2020
Minutes of special meeting of November 2, 2020

Motion was made by Tom to accept the minutes of regular meeting of September, 2020 and the minutes of the special meeting of November 2, 2020. Motion was seconded by Sandra. Vote 4-0

3. Programs

- a. 667 – There are currently three vacancies at Brown Memorial one of which will require a complete clean out and lengthy rehab. This unit is one of the “handicap” units and it will be virtually new when completed. One Brown Memorial Court apartment was leased on October 21st. A number of CHAMP lists are being worked to locate qualified applicants.
- b. 705 – There are no vacancies and we have not received any Notice to Vacate
- c. 689 – both programs are running well at this time.

4. Old Business - none

5. New Business

- a. Election of Officers
Jenn nominated Sandy as Chair. Motion was seconded by Tom. Vote 3-0
Sandy nominated TomU for Treasurer. Motion was seconded by Jenn. Vote 3-0
- b. Fenton, Ewald & Associates, P.C. State Contract for Services July 1, 2020 – June 30, 2021 was presented. Members were advised that the State Contract for Services included a \$26.00/month increase. Sandy motioned to approve the State Contract for Services with Fenton, Ewald & Associates for July 1, 2020 – June 30, 2021.
Motion seconded by Jenn. Vote 3-0
- c. FISH 150046 Brown Memorial Community Kitchen
Change Order #1 for a Time extension of 188 days due to COVID shut down was presented. Change Order #1 also includes an additional cost of \$1,506. for the construction of COVID protection enclosure. Tom motioned to approve Change Order #1 Time Extension for FISH #150046 Community Room Kitchen and cost increase of \$1,506. Motion was seconded by Sandy. Vote 3-0
- d. FISH 150046 Brown Memorial Community Room Kitchen Certificate of Substantial Completion was presented as prepared by RCAT.
Motion was made by Sandy to approve the Certificate of Substantial Completion for FISH #150046. Motion was seconded by Tom. Vote 3-0
- e. FISH 150046 Brown Memorial Community Room Kitchen Certificate of Final Completion was presented as prepared by RCAT.
Motion was made by Sandy to approve the Certificate of Final Completion. Motion was seconded by Jenn. Vote 3-0
- f. Roof Project for 689 Program FRG Contractor Extend Notice to Proceed
A time extension in the Notice to Proceed for the completion of the roofing project at both 689 properties was requested by FRG. FRG had been awarded the contract as the low bidder and having completed work at Brown Memorial in the past. We have confirmed in writing that they will hold their price if a time extension is granted. Motion was made by Jenn to grant a time extension in the Notice to Proceed for FRG Contracting Roofing Project. Motion was seconded by Sandy. Vote 3-0

6. Financial

a. Monthly Check Register for October 31, 2020 – After review a motion was made by Jenn to accept the check register for October 31, 2020 as presented. Motion was seconded by Sandy. Tom stated he would abstain as he did not have access to review. Vote 2-0 1 abstain

b. Monthly Balance Sheet as of September 30, 2020. Reserve level as of September 30, 2020 for the 4001 program is 103.85%. The 689 reserve level is at 529.99% as of September 30, 2020.

7. Executive Director's Report

a. E.D. Benefit Balance as of 11/14/2020 – Vacation/12 hrs, Sick/39.9 hrs, Personal 5.5

b. The Annual Property Management Review was completed remotely with Carolina Gonzalez and Bruce Burdick of DHCD. Matt and Shannon participated with Marlene via conference. Items were reviewed with the understanding that COVID had led to many changes in procedures in 2020. DHCD reviewed COVID safety protocols. It was noted that due to COVID changes the PMR would not be rated or published this year.

c. The Annual Agreed Upon Procedures (AUP) is being scheduled. Marlene has set up the required electronic account that will be used this year. Auditors will not come to the property. The Authority will make electronic submission to complete the AUP.

d. Director has signed an agreement with the MassNAHRO's CHAMP MCAT. The first 90 days are a free trial. Going forward the fee is anticipated to be \$50/month. The program will prescreen applicants in the CHAMP system freeing up time and reducing cost at the Authority.

e. Director has executed the contract for Legal Services with Attorney John Libel under the newly implement DHCD regional attorney program for western MA

f. An apartment was found to be in violation of sanitary code. The tenant is in a care facility. The tenant's live-in aide passed away in the apartment. After conversation with Tri County Health Department it was determined that the apartment required a biohazard cleaner. We attempted to obtain 3 quotes. The lowest quote was estimated at \$9,000. by 24Trauma. They have been contracted to complete the work.

8. Any topic the Chairperson could not reasonably anticipate - none

9. Adjournment

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

THE NEXT SCHEDULED MEETING WILL BE HELD ON TUESDAY, December 15, 2020 AT 4:30 P.M.

Submitted by:

A handwritten signature in black ink, appearing to read "Mike Walsh". The signature is written in a cursive style with a long horizontal stroke at the end.