

**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 October 20, 2020 at 4:30 p.m.

Meeting was called to order by the Vice Chairperson Sandra Cozzaglio at 4:30 p.m.

Those in attendance:

Sandra Cozzaglio  
Tom Logsdon  
Jenn Heath  
Marlene Walsh, Executive Director

Those absent: Tom Unsworth

**1. Public Speak**

Marie Regnier wanted to address the ongoing smoking issue at Brown Memorial. Which includes a "tent" being set up just off the Housing Authority property. Marlene explained that Chief Brown had visited the agency and stated that they cannot take any action. Marlene contacted LB, the property owner, to advise that she believes Brown Memorial residents are on the property to smoke. LB stated they would decide what action they would take. As this is occurring off the agencies property we cannot take any further action.

**2. Minutes of regular meeting of September 29, 2020.**

Sandy noted the following correction to the Contract Award for Roof Replacement:

The "motion made by Sandy" was omitted in the paragraph. Motion was "seconded by Jenn" was incorrectly recorded as seconded by Sandy.

Motion was made by Tom L. to accept the minutes of the regular meeting of September 29, 2020 as corrected. Motion was seconded by Jenn. 3-0

**3. Programs**

a. 667 – There are currently 3 vacant units at Brown Memorial Court with one scheduled to be leased tomorrow October 21, 2020. Since our September 29<sup>th</sup> meeting two apartments

6. Executive Directors Report

a. Executive Director Benefit Balance as of w/e October 17, 2020  
Vacation/hrs 8.6      Personal/hrs 5.5      Sick/hrs 34.82

b. The advertisement for the executive director position has closed. Copies of all resumes received have been provided to the Selection Committee.

c. DHCD has scheduled the annual Performance Management Review for Wednesday October 28<sup>th</sup>. Due to the difficulties related to COVID, waivers and extensions the PMR will be remote. DHCD will not issue or publish ratings for this PMR.

c. DHCD has issued PHN 2020-32 which provides Guidance on the End of Eviction Moratorium. The eviction moratorium ended on October 17<sup>th</sup> and the Department has provided the recommended prioritization of eviction (prior March 25, Health & Safety, For Cause, Non-payment). The notice is lengthy and detailed with attachments and links. We will move forward after reviewing required procedures under the notice.

7. Any topic the Chairperson could not reasonably anticipate.

Sandy advised members Community Preservation Act which if it passes a member of the LHA would be asked to serve. If it does not pass it will appear on May 21<sup>st</sup>??

8. Adjournment

Motion was made by Jenn to adjourn. Motion was seconded by TomL. Vote 3-0  
Meeting adjourned 5:25 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY,  
November 17, 2020 AT 4:30 P.M**

Submitted by:

