

LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on March 16, 2021 at 4:30 p.m.

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

Those in attendance:

Sandra Cozzaglio, Chairperson
Tom Unsworth,
Jennifer Heath
Deborah M. Pedercini, Executive Director

Absent: Thomas Logsdon

Tenants in attendance:

Laura Mange
Ilene Smith
Marjorie Donovan

1. Public Speak

Marjorie Donovan, Unit #21, expressed her gratitude to Director Pedercini, stating that she has done a great job since her arrival to Lee Housing Authority. She stated she was happy to see the new bear-proof dumpsters as well as the abandoned vehicle removed from the premises.

Ms. Donovan also voiced her concerns regarding the condition of Brown Memorial Court, she stated she felt that the buildings are looking “dumpy” and would appreciate seeing painting and improvements done to the buildings. She inquired if Clarke Court would be receiving new siding at the complex, director Pedercini stated, not at this time. She also inquired if the authority was still moving forward with the 2021 capital improvement plans for the Brown Memorial Court roof replacement. The director informed Ms. Donovan that the project is in the design, engineer phase and that the project will be completed this year. She also voiced her concerns about the decks, stating safety concerns. Director Pedercini stated that the decks were in the Annual Plan.

Ms. Donovan also stated her concerns over the safety of the broken and uneven sidewalks, the director stated that she would investigate this issue.

2. Minutes of regular meeting of February 16, 2021.

Motion was made by member Unsworth to accept the minutes of the regular meeting of February 16, 2021. Motion was seconded by member Heath. Vote 3-0.

3. Programs

- a. 667 – There are currently 4 vacant units at Brown Memorial Court Two of the units have been leased, with two current tenants transferring second floor units to first floor, leaving the two units on the second floor vacant and in need of rehab. The handicap unit is under rehab and awaiting the installation of new cabinets and appliances that have been ordered. Currently there are 480 applicants on the waiting list of which 13 are local, 10 veterans. We continue to process applicants and estimate the units to be leased next month.**
- b. 705 – The property is 100% occupied with no notices of intent to vacate. There is a wait list for every unit type. There are a total of 2294 families on the wait list with 44 of those “local” and 32 veterans.**
- c. 689 – both programs are running well at this time.**

4. Old Business

- a. Project #150062 Health and Safety Grant, Auto-Door openers at Brown Memorial Court**

Director Pedercini updated the board that the auto-door openers had been installed and invoices have been submitted to DHCD for reimbursement. The tenants seem to be very happy with the ease of opening and closing doors especially when using the laundry facilities.

- b. Proposed Annual Plan for Fiscal Year 2022**

The director opened the Public Hearing for the Proposed Annual Plan. She explained the plan serves as both a tool for LHA’s to reflect upon the prior year, as well as an opportunity to develop a clear and transparent plan. In addition to the physical document, the AP is also a process of public engagement, the AP was available to the tenants on the authority’s website as well as available in the LHA office. The board has had the opportunity to read and offer recommendations or any amendments to the document. The director stated that recently there has been a minor change in allocation of funds, however, the projects that are listed are essentially the same. The Health and Safety Grant funds in the amount of \$24,000, that funded the door project for the community room needed to be expended by June 30, 2021. The doors came in under bid leaving approximately \$17,000 to be reallocated. In order to utilize these finds in a timely manner, the funds will be reallocated to the replacement of exterior doors at Clarke Court. The director mentioned that our RCAT representative, Stan Pitchco, resigned last week and Phaldie Taliep will now be our representative.

The director called for any amendments or comments on the Annual Plan, hearing none.

Motion was made by member Unsworth to accept the Annual Plan. Motion was seconded by chairperson Cozzaglio. Vote 3-0.

5. New Business

a. Credit Card Policy

Lee Housing Authority Credit Card for operational purposes.

Currently the director is using her personal credit card and is being reimbursed for purchases. This is not a good practice and the need for a "house" credit card is necessary. The director requested that a Lee Housing Authority credit card account be opened for operational purposes. She suggested using Lee Bank as this is where the LHA bank accounts are currently. Member Heath stated she was in favor of this. Member Unsworth stated he did not have any concerns and thought that a limit of \$2,500 would be sufficient.

Motion was made by member Unsworth to approve a house credit card with the limit of \$2,500. Motion was seconded by member Heath. Vote 3-0.

6. Financial

a. Monthly Check Register for February 28, 2021

b. Monthly Balance Sheets as of January 31, 2021

a. Monthly Check Register for February 28, 2021 – After review, a motion was made by member Heath to accept the check register for February 28, 2021 as presented. Motion was seconded by member Unsworth. Vote 3-0

b. Monthly Balance Sheets as of January 31, 2021. Reserve level as of January 31, 2021 for the 4001 program is \$335,988. The 689-reserve level is \$144,495. as of January 31, 2021.

6. Executive Director's Report

a. Executive Director's Benefit Balance as of w/e March 13, 2021

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 18.28

b. Update on COVID-19 Vaccine administration at Brown Memorial Court.

Director Pedercini gave a brief overview of the clinic that was held at Brown Memorial Court on March 11 for the tenants, employees and board members. She spoke about the Resident Support Coordinators and the great work that they did. She stated the next vaccine

administration would be held on April 8, 2021.

7. Any topic the Chairperson could not reasonably anticipate.

None.

8. Adjournment

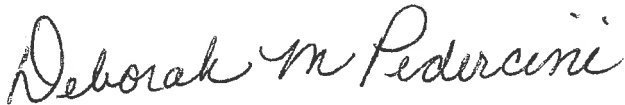
With no further business to come before the board, a motion to adjourn was in order.

Motion was made by member Unsworth to adjourn. Motion was seconded by member Heath.
Vote 3-0

Meeting adjourned at 4:57 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY,
April 20, 2021 AT 4:30 P.M**

Submitted by:

A handwritten signature in cursive script that reads "Deborah M. Pedercini".

Deborah M. Pedercini
Executive Director