LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting on March 15, 2022, at 4:30 p.m.

Meeting was called to order by Chairperson Sandra Cozzaglio at 4:40 p.m.

Those in attendance: Sandra Cozzaglio

 Thomas Unsworth

 Jennifer Heath

 Thomas Logsdon

 Deborah M. Pedercini, Executive Director

Members Absent: Marjorie Donovan

Others Present:

1. Public Speak

There was no Public Speak.

2. Minutes of regular meeting of February 15, 2022.

Motion was made by member Heath to accept the minutes of the regular meeting of February 15, 2022. Motion was seconded by member Unsworth. Member Logsdon abstained due to absence. Vote 3-0.

Minutes of Executive Session meeting of February 15, 2022.

Motion was made by member Unsworth to accept the minutes of the Executive Session meeting of February 15, 2022. Motion was seconded by member Heath. Member Logsdon abstained due to absence. Vote 3-0.

3. Programs

1. 667 –There are currently 2 vacant units at Brown Memorial Court, 12, and 23. Wait lists have been pulled to rent unit #12; while unit #23 is on hold while the ADA showers upgrade is in process. Unit #8 was rented on March 2, 2022. Current Waitlist: 851
2. 705 –There is currently one (1) vacant unit #27 at Clarke Court, pull lists have begun to fill the vacancy. There are a total of 3356 families on the wait list.
3. 689 – currently, both programs are running well.

4. Old Business

1. FY2022 Indoor Air Quality Sustainability Initiative CFA

The director presented the award in the amount of $179,780 and explained that it is to assist the installation of new bathroom kitchen ventilation on the #150063 Brown Memorial Court Roof project.

A motion to approve and authorize the execution of the contract for FY2022 Indoor Air Quality Sustainability Initiative CFA 1011 in the amount of $179,780 was made by member Unsworth. The motion was seconded by member Heath. Vote 4-0.

1. DHCD Contract for Financial Assistance(CFA)Amendment #11 for FY 2025

The director explained that this amendment funds and extends the contract dates of service from June 30, 2024, to June 30, 2025.

The Commonwealth of Massachusetts requires that the Standard Contract Form and Attachment A, Additional Terms and Conditions and CFA Amendment be implemented and signed by the board.

A motion was made by member Heath to approve and authorize the execution of the contract for FY2025 Formula Funding Award CFA 5001 in the amount of $109,652. Motion was seconded by member Unsworth. Vote 4-0.

1. FISH #150063 Brown Memorial Court Roof Contract Award

The bid opening was February 16, 2022, with a total of eight (8) bidders, the low bid was Larochelle Construction, from South Hadley in the amount of $400,000. Based on observations and experience by our architect, Clarke & Green, it was recommended to accept the low bid of Larochelle Construction, Inc.

A motion was made by member Heath to award the low bid to Larochelle Construction, Inc. in the amount of $400,000 subject to DHCD approval and to authorize the ED to sign the owner contractor agreement when received from DHCD. Motion was seconded by member Unsworth. Vote 4-0.

1. FISH #150066 ADA Shower Upgrade Brown Memorial Court

The ADA Shower Upgrade at Brown Memorial court is out to bid, a pre-construction conference is scheduled for March 16, with bids due March 23, 2022. The estimated cost of this project is $74,250.

1. Community Garden Proposal and Resident Survey

The director gave an update on the project; stating that Katherine Miller was informed that a $1,500 grant was awarded for the community garden project. There was discussion as to allowing the survey to tenants as well as placement of garden and expedient clean up after the season.

A motion was made by member Heath to allow the survey as well as the community garden. Motion was seconded by member Logsdon. Vote 4-0

5. New Business

1. Department of Labor Standards Wage Rates for Maintenance

The director informed the board of the new rates for the Maintenance employees that were just set by the state, effective April 1, 2022. She stated that the staff have been working extremely hard these past months and are invaluable to the agency.

The new rates are as follows:

Maintenance Mechanic: $24.73

Maintenance/Groundskeeper/Custodian: $24.04

6. Financial

a. Monthly Check Register for February 28, 2022

Monthly Check Register for February 28, 2022– After review, a motion was made by member Unsworth to accept the check register for February 28, 2022, as presented. Motion was seconded by member Logsdon. Vote 4-0

b. Monthly Balance Sheets as of February 28, 2022

Monthly Balance Sheets as of February 28, 2022. Reserve level as of February 28, 2022, for the 4001: 65.46% 689: 529.11%

7. Executive Director’s Report

a. Executive Director’s Benefit Balance as of week ending March 12, 2022

Vacation/hrs. 44.0 Personal/hrs. 13.2 Sick/hrs. 74.05

On February 14, 2022, the LHA FY2022 received notification that the Operating Budget was approved, authorizing the expenditures and retroactivity from the start of the fiscal year July 1, 2021.

1. Executive Director Salary for FY 2022 Approval

The Executive Director Salary Calculation Worksheet has been updated with the new rates for approval.

A motion to approve the Executive Director Salary for the FY 2022 Budget was made by member Unsworth. Motion was seconded by member Heath. Vote 4-0

1. Covid Tests for Brown Memorial Court Tenants

The director informed the board that Tri-County Health Department donated 50 COVID-19 tests for BMC residents; in addition, the Commonwealth is making available COVID-19 tests to all housing authorities in Massachusetts, we were awarded 110 tests to distribute to BMC tenants.

d. Mass Save LEAN Program

The LEAN program is a resource for local housing authorities’ energy and cost-efficient capital improvements, such as boiler, furnace installations or weatherization, refrigerator replacements, etc. The director stated that she would be working with maintenance to determine if any of the improvements are eligible to our Housing Authority.

Most of the refrigerators in Clarke Court need replacement due to age or repairs. This would be a great opportunity to take advantage of this funding.

e. Mask requirement

Several residents have inquired if the mask mandate is still in effect at Brown Memorial Court. I have had some residents requesting to maintain the masking, and others that would like to see it removed.

Massachusetts Department of Public Health states: for individuals who are not fully vaccinated, it is important that they continue to wear a face covering or mask to help prevent them from spreading COVID-19 to other people. On March 3, 2022, Tri-Town Health Department rescinded the mask mandate.

A motion was made by member Cozzaglio to lift the mask mandate effective April 1, 2022, for vaccinated individuals, however, those that are unvaccinated would be requested to continue to wear a mask. Motion was seconded by member Unsworth Vote 4-0

The director stated that there have been inquiries from tenants requesting that they be able to put the bird feeders out again since the bear nuisance has been alleviated. She stated that they would be doing a trial to see if there is any activity and if there were none, the LHA would allow the feeders again.

8. Any topic the Chairperson could not reasonably anticipate.

There were no other topics for discussion.

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

All in favor (roll call vote), member Unsworth: yea, member Logsdon: yea, member Heath: yea, chairperson Cozzaglio: yea.

Public meeting was adjourned at 5:03 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR APRIL 19, 2022.**

Submitted by:

Deborah M. Pedercini

Executive Director