

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting May 16, 2023, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:30 p.m.

Members in Attendance: Sandra Cozzaglio, Chairperson  
Jennifer Heath  
Thomas Unsworth  
Thomas Logsdon  
Deborah M. Pedercini, Executive Director

Members Absent: Marjorie Donovan

1. Public Speak

There was no one present for Public Speak.

2. Minutes of Regular Meeting of April 19, 2023.

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

3. Programs

667 There are currently five (5) vacant units at Brown Memorial Court; #1, #10, #19, #31 and most recently, #37 due to a death. There are currently pull lists on three units. Current Waitlist: 1416 down from 1451

You will notice that the numbers are lower than last month, this is due to the work that NAHRO is doing to expedite the CHAMP process.

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: 4512 down from 4851

689 Both 150 Laurel Street and 185 Marble Street are doing well. Bids are due on May 17 for the Bathroom renovation at 185 Marble Street, Budd House.

#### 4. Old Business

##### a. FISH #150082 Budd House Bathroom Renovation

The project was advertised on April 26, 2023, and a pre bid conference was held at LHA on May 2, 2023, at 11:00 AM. Three contractors attended the pre-bid conference, Bradley Architects went over the plans, and there was a question-and-answer period and a tour of the site at 185 Marble Street. Bids will be due on May 17, 2023. After the bid review process and award, the project is slated to start construction in June, pending product availability.

#### 5. New Business

##### a. FISH# 150504 Driveway Replacement Brown Memorial Court

The driveway at Brown Memorial Court will be getting an upgrade, the scope of services has been completed and this should be out for bid end of May for construction to begin possibly in July. The total budget for this project is \$62,990. In order to have access, one side of the driveway will be done at a time.

##### b. Spectrum Contract Renewal Brown Memorial Court

The cable contract with Spectrum for Brown Memorial Court is up for renewal. There are several different plans/offers for cable service; all are reflecting a five (5) year contract.

Currently, the LHA is paying \$1,251.68 per month for 49 units including the community room \$25.54 per unit including fees and surcharges. We are charging \$20.00 per month to tenants, the LHA is subsidizing approximately \$265.00 each month. The fees will need to be adjusted when a new contract is executed as this is a burden on the LHA. The board was provided the contract information from Spectrum. The board will need to approve one of the plans at this meeting to update our contract.

Offer #1 will provide the LHA with a one-time upfront amount of \$2,450 and \$18.12 per unit per month and 5% increase after year 2 for a total cost of \$54,109.72.

Offer #2 will not provide the one-time upfront amount, \$17.12 per unit per month and a 5% increase after year 2 for a total cost of \$53,431.

Member Unsworth made a motion to approve the 5-year contract with Spectrum for cable service at Brown Memorial Court in the amount of 17.12 per month, under offer #2 Motion was seconded by member Heath Vote 4-0.

##### c. Increase to Cable Fee to Tenants at Brown Memorial Court

We will need a vote to approve an increase in the Cable Fee to \$25.00 per month.

Member Unsworth made a motion to approve the Cable Fee increase to \$25.00 per month. Motion was seconded by member Heath. Vote: 4-0

d. Evanlee Organics, Terraponics at Brown Memorial Court

Todd Bard presented an overview of the terraponics program senior centers and housing authorities are now utilizing in their agencies. The RSC program including Lee, Lenox, Stockbridge and Great Barrington are looking into the possibility of purchasing one of the units for the tenants.

The board thanked Mr. Bard for the presentation and information and decided to see what the tenants' interest is as well as pursuing funding.

e. Lee Energy Group, LLC Solar Credit Presentation

Todd Bard from Lee Energy Group, LLC gave a presentation to discuss the opportunities in Solar Credit.

After much discussion, it was decided to postpone to June 21, 2023, meeting for a decision on whether or not to go ahead with the contract, as the members would like to investigate this a bit further.

Member Unsworth made a motion to postpone the contract with Lee Energy Group, LLC until June 21, 2023. Motion was seconded by member Heath. Vote 4-0.

6. Financial

a. Monthly check register for April 30, 2023

The Monthly Check Register for April 30, 2023 was presented– After review, a motion was made by member Unsworth to accept the check register for April 30, 2023, as presented. Motion was seconded by member Logsdon. Vote 4-0.

b. Monthly Balance Sheets for April 30, 2023

The balance sheets for the month ending April 30, 2023, were presented. The reserve level as of April 30, 2023, for the 4001 program is 71.81%. The 689-program reserve level is at 502.89% as of April 30, 2023.

7. Executive Director's Report

a. Executive Director's Benefit Balance as of week ending May 14, 2023

Vacation/hrs. 48.0      Personal/hrs. 13.2      Sick/hrs. 149.6

The director informed the board that the outdoor water spigots at Clarke Court units are not in working order, over half are not functioning and are very costly to fix. After discussion with

maintenance, it was decided to turn the water off to the outdoor spigots. This is not something that is provided in the lease agreement and is not a necessity for tenants as they are not allowed to have outdoor water slides, pools or washing of vehicles in the yards. They are allowed to have a small garden; these can be watered by hand and do not need the use of hoses. The board was in agreement with the decision.

On May 8, 2023, at 11:00 am, Chief Brown gave a Fire Safety presentation at Brown Memorial Court to the residents. Although the event was lightly attended, it was very informative. The director will be working further with the chief to ensure that the complex is as safe as possible. A safety alert sheet was distributed to all tenants to keep on their refrigerator, as this is the first place the firefighters or EMS will look for information regarding tenants' health or special needs.

Planting of seedlings for the Community Garden is scheduled for May 23, 2023. The following vegetables will be planted: Cherry Tomato, Slicer Tomato, Basil, Marigold, Head Lettuce, Swiss Chard, Kale, Sweet Pepper, Dill, Cucumbers, Bush Beans. Residents are encouraged to assist.

#### 7. Resident Services Coordinator Report for April 2023

The board was provided an update for the month of April 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 and are looking forward to more participation in the upcoming months.

#### 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 Heath. Vote 4-0.

The meeting was adjourned at 5:46 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 20, 2023**

Submitted by:

Deborah M. Pedercini,  
Executive Director