

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

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

The meeting was called to order by Chairperson Cozzaglio at 4:32 p.m.

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

Members Absent: Jennifer Heath

1. Public Speak

There were no attendants for Public Speak.

2. Minutes of Regular Meeting of October 18, 2022.

A motion was made by chairperson Cozzaglio to accept the minutes of the regular meeting of October 18, 2022. Motion was seconded by member Donovan. Vote 3-1. Member Unsworth abstained due to absence.

3. Programs

- a. 667 There is one unit vacant, #13 due to the death of a tenant. Current Waitlist: 1197
- b. 705 The property is fully rented. Current Waitlist: 4229

Update on #37 Clarke Court: Tenants have returned to the unit; all remediation has been completed. The tenants were relocated to the Hampton Inn in Lenox for 16 days; were provided a food stipend and on Friday, November 4, the unit was tested again, and all issues were resolved. There were significant costs to the remediation, as the entire unit was cleaned, through what is referred to as "Condition 2" cleaning. It is not yet known what the total costs of testing and construction will be. The tenant's rent was waived for the months of October and November.

- c. 689 Both programs are running well.

185 Marble Street is in the process of renovating both bathrooms, DHCD is assisting with this process, and will keep the board updated when information becomes available.

At this time, the chairperson, without objection, moved to 5. New Business, a.) FY 2023 Budget Presentation.

Sue Honeycutt, fee accountant, Fenton Ewald & Associates, P.C., presented the FY 2023 budget to the board. She went over the full budget in detail.

Ms. Honeycutt also presented the FY 2023 Executive Director's Salary Calculation Sheet for approval.

A motion to approve the FY2023 Executive Director's Salary Calculation Sheet was made by member Unsworth. Motion was seconded by member Logsdon. Vote 4-0.

A motion to approve the FY2023 Budget as presented was made by member Unsworth. Motion was seconded by member Logsdon. Vote 4-0.

Chairperson Cozzaglio endorsed the Executive Director Salary Worksheet. The full board of directors endorsed the FY2023 Budget Certification forms.

Without objection, the board continued to the next agenda item.

#### 4. Old Business

##### a. Election of Officers LHA Board of Directors

Member Unsworth made a motion to nominate Sandra Cozzaglio as President. Motion was seconded by member Donovan. Vote 4-0.

Chairperson Cozzaglio made a motion to nominate Jennifer Health as Vice- President. Motion was seconded by member Logsdon. Vote 4-0.

Chairperson Cozzaglio made a motion to nominate Thomas Unsworth as Treasurer. Motion was seconded by member Logsdon. Vote 4-0.

#### 5. New Business

##### b. 2023 State Contract, Accounting Services, Fenton, Ewald & Associates, P.C.

The director presented the FY 2023 State Contract, Accounting Services, Fenton, Ewald & Associates, P.C.

Member Unsworth made a motion to approve the State Contract, Account Services, Fenton, Ewald & Associates, P.C. for the Fiscal Year July 1, 2022, through June 30, 2023. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

##### c. Amendment to Personnel Policy, Maintenance Mechanic I, Clothing Stipend.

The director presented an amendment to the Personnel Policy. The amendment was to provide a clothing stipend to help defray the cost of wear and tear for the Maintenance Mechanic I. The director requested that the amendment to the LHA Personnel Policy be amended to add:

F. Clothing Stipend

Maintenance Mechanic I will receive an annual clothing stipend in the amount of \$250.00 to help defray the cost of work-related wear and tear.

Member Unsworth made a motion to amend the LHA Personnel Policy to include an annual stipend of \$250.00 for the full-time position of Maintenance Mechanic I. Motion was seconded by member Logsdon. Vote 4-0.

d. FISH# 150066, ADA Showers, Change Order #1 Extend Notice to Proceed

The director presented Change Order #1, no cost change order to extend the Notice to Proceed with Cornerstone Building Services from August 6, 2022, to October 31, 2022.

Member Donovan made a motion to approve FISH #150066, ADA Showers, with Cornerstone Building Services Change Order #1 extending the Notice to Proceed from August 6, 2022, to October 31, 22. Member Logsdon seconded the motion. Vote 4-0.

e. FISH #150066, ADA Showers, Certificate of Substantial Completion

The director presented FISH #150066, ADA Showers, Certificate of Substantial Completion

Member Unsworth made a motion to approve Cornerstone Building Services Certificate of Substantial Completion for FISH #150066, ADA Showers. Member Logsdon seconded the motion. Vote 4-0.

f. FISH #150066, ADA Showers, Certificate of Final Completion

Member Logsdon made a motion to approve Cornerstone Building Services Certificate of Final Completion for FISH #150066, ADA Showers. Member Donovan seconded the motion. Vote 4-0.

Initially there were setbacks in the construction of the four ADA showers, and tenants were inconvenienced by the delays. However, the project is finally complete, and the tenants seem to be satisfied with the improvements.

g. ARPA DHCD Contract for Financial Assistance 4050 Amendment

Lee Housing Authority was awarded \$82,255 in ARPA funding. Approximately \$18,000 will be used for new gutters and soffits as well as power washing at 185 Marble Street. \$27,600 is earmarked for painting the exterior of 150 Laurel Street and \$13,700 will be used for Clarke Court turnover renovation.

ARPA DHCD Contract for Financial Assistance (CFA) 4050 in the amount of \$82,255 will need to be approved through the board of directors and the Standard Contract will need to be signed by the chairperson.

- h. Member Unsworth made a motion to approve the ARPA DHCD Contract for Financial Assistance 4050 award in the amount of \$82,255. Motion was seconded by chairperson Cozzaglio. Vote 4-0.

6. Financial

- a. Monthly Check Register for October 31, 2022

The Monthly Check Register for October 31, 2022 was presented– After review, a motion was made by member Donovan to accept the check register for October 31, 2022, as presented. Motion was seconded by chairperson Cozzaglio. Vote 4-0

- a. Monthly Balance Sheets for September 30, 2022

The balance sheets for the month ending September 30, 2022 were presented.

7. Executive Director’s Report

- a. Executive Director’s Benefit Balance as of week ending August 13, 2022

Vacation/hrs. 44.0      Personal/hrs. 13.2      Sick/hrs. 112.26

The director notified the board that she had attended the Mass NAHRO Conference in Danvers, the conference was very informative and there are several changes that will be forthcoming to CHAMP that will hopefully make the process much less cumbersome and time consuming. She attended seminars on procurement, diversity and equity and inclusion as well as managing tenants’ needs in today’s climate of increased prevalence of mental health concerns. Networking with fellow directors and housing specialists is an integral part of growing knowledge to better our practices at Lee Housing Authority. Overall, it was an invaluable learning opportunity.

8. Any topic the Chairperson could not reasonably anticipate.

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

Motion to adjourn was made by member Donovan. Motion was seconded by member Logsdon. Vote 4-0. The meeting was adjourned at 5:10 pm.

**THE NEXT SCHEDULED REGULAR MEETING IS SCHEDULED FOR DECEMBER 20, 2022**

Submitted by:

Deborah M. Pedercini,  
Executive Director