LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting November 21, 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 Logsdon

Thomas Unsworth

Deborah M. Pedercini, Executive Director

Members Absent: Marjorie Donovan

1. Public Speak

There was no one present for Public Speak.

2. Minutes of Special Meeting of August 22, 2023.

A motion was made by member Unsworth to postpone the minutes of the Special Meeting of August 22, 2023, to the December meeting. Motion was seconded by member Logsdon. Vote 4-0.

Minutes of the Regular Meeting of October 17, 2023.

A motion was made by member Unsworth to approve the minutes of the Regular Meeting of October 17, 2023. Motion was seconded by member Logsdon. Vote 4-0.

3. Programs

667 There are currently seven (7) vacant units at Brown Memorial Court; #10, #13, #19, #24, #37, #44 and #45 with a recently deceased tenant on November 1. There are currently pull lists for four units. Unit #10 is expected to sign a lease on December 1. Two additional applicants will be offered tenancy and possibly move in by mid-December. Current Waitlist: 1556

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 100% renovated and are diligently working on filling the two units Current Waitlist: 5599

689 Both 150 Laurel Street and 185 Marble Street are running well.

The annual inspection was done October 26, 2023, at 150 Laurel Street, there are some repairs that will be needed to the rear deck as well as windowsill replacement prior to the painting of the exterior building that is out for bid for the spring completion. There is also a concrete erosion issue on the main ramp to the entrance of the building. We will be addressing these issues in the early spring.

4. Old Business

1. Election of Officers LHA Board of Directors

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

Member Unsworth 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.

1. Update on FISH #150063f Brown Memorial Ventilation

On October 23, 2023, the LHA met with Steve McCallister, Clark & Green, Mike Trzcinski, Hesnor Engineering and EOHLC staff to determine how to proceed with the ventilation problems that continue to exist at Brown Memorial Court.

It was determined that the attic exhaust fans would be permanently disabled, the kitchen hoods would be removed, and ductwork capped at wall and recirculating hoods would be installed. The bathroom exhaust fans would be removed, and new ceiling exhaust fans would be replaced as well as all fire dampers located in the kitchen and bath would be inspected and cleaned.

1. Update of FISH #150075 Fire Alarm Upgrades and Community Room Generator

On November 17, a pre-bid walk through of 155 Marble, 185 Marble and 150 Laurel Streets was conducted. The fire alarm upgrades for all properties as well as the standby generator for Brown Memorial will be receiving bids on November 30, 2023, at 1:00.

5. New Business

1. Approval of FY 2024 EOHLC application for Resident Service Coordinator (RSC)

The RSC application is due for the FY 2024 Resident Service Coordinator funding. In addition to ongoing training and networking opportunity the RSC goal is to also form new and improved community connections to offer the best guidance possible to the residents. Stockbridge Housing Authority is the lead on this program and has requested our approval of the application.

Member Logsdon made a motion to approve the application for the 2024 EOHLC Resident Service Coordinator (RSC) funding. Motion was seconded by member Unsworth. Vote 4-0.

1. FISH# 150504 Brown Memorial Court Driveway Repairs

The Scope of Services has been completed by Hill Engineers for the Brown Memorial Court driveway repairs that had been postponed from last year. The total estimated costs will be $46,180. Work to begin in the Spring.

6. Financial

1. Monthly check register for October 31, 2023

The Monthly Check Register for October 31, 2023, was presented– After review, a motion was made by member Logsdon to accept the check register for October 31, 2023, as presented. Motion was seconded by member Unsworth. Vote 4-0.

1. Monthly Balance Sheets for September 30, 2023

The balance sheets for the month ending September 30, 2023, were presented.

The reserve level as of September 30, 2023, for the 4001 program is 82.84%. The 689-program reserve level is at 447.67% as of September 30, 2023.

1. Monthly Balance Sheets for October 31, 2023

The balance sheets for the month ending October 31, 2023, were presented. The reserve level as of October 31, 2023, for the 4001 program is 77.64%. The 689-program reserve level is at 447.64 % as of October 31, 2023.

1. Quarterly Operating Statements and Modernization Cost Reports for September 30, 2023

The Quarterly Operating Statements and Modernization Cost Reports for September 30, 2023, were presented to the board.

Member Unsworth made a motion to approve the Quarterly Operating Statements and Modernization Cost Reports for September 30, 2023. Member Logsdon seconded the motion. Vote 4-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of as of November 18, 2023

Vacation: 35 Personal: 7 Sick: 194.46

1. Resident Services Coordinator September and October Report

The September and October RSC reports were presented to the board for their review.

The CHP van held a vaccine clinic at Brown Memorial Court on November 20, 2023. There were 6 residents who benefited from this clinic.

The LHA will be holding a Holiday Gathering on December 6, with music and a holiday meal for all Brown Memorial Residents with the assistance of RSC funds.

8. Community Preservation Act Committee Report

Member Logsdon gave a brief update on the status of the Community Preservation Committee’s progress. Currently all pre-applicants have been authorized by the committee to go through the official application process. There was discussion regarding the bike path and property owned by the Town of Lee. There is approximately $130,000 of funding available.

9. Any topic the Chairperson could not reasonably anticipate.

None.

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 Logsdon. Vote 4-0.

The meeting was adjourned at 4:54 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR December 19, 2023**

Submitted by:

Deborah M. Pedercini,

Executive Director