

LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting October 17, 2023, at 4:30 p.m.

The meeting was called to order by Member Thomas Unsworth at 4:30 p.m.

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

Members Absent: Sandra Cozzaglio, Chairperson  
Marjorie Donovan

1. Public Speak

There was no one present for Public Speak.

Without objection, the board moved to New Business, a.) Presentation of FY 2024 Budget.

5. New Business

a. Presentation of FY2024 Budget

Sue Honeycutt, fee accountant, Fenton, Ewald & Associates, P.C., presented the FY 2024 Budget to the board. She went over the full budget in detail.

There was discussion regarding the 689 units, there was a deficit in 2023 budget due to not increasing the monthly rental amounts. The director informed the board that both 185 Marble and 150 Laurel Street are in the process of signing the proper addendums to their lease agreements to increase rents and this will resolve this issue.

A motion to approve the FY 2024 Budget as presented was made by member Unsworth. Motion was seconded by member Logsdon. Vote 3-0.

b. FY2024 Executive Director's Salary

Ms. Honeycutt presented the FY 2024 Executive Director's Salary Calculation Sheet for approval.

A motion to approve the FY 2024 Executive Director's Salary Worksheet was made by member Logsdon. Motion was seconded by member Unsworth. Vote 3-0.

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

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 November meeting. Motion was seconded by member Logsdon. Vote 3-0.

3. Programs

- a. 667 There are currently six (6) vacant units at Brown Memorial Court; #10, #13, #19, #24, #37, #44, with two vacancies October 1. There are currently pull lists for four units two applicants were offered tenancy, and both declined. Current Waitlist: 1558
- b. 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 90% renovated and a list has been pulled. Current Waitlist: 5429
- c. 689 Both 150 Laurel Street and 185 Marble Street are running well, inspections are scheduled for October 26, 2023, and lease addendums are in progress.

4. Old Business

- a. Update on FISH #150082, Budd House Bathroom Renovation

The two handicapped bathrooms with showers/bathtub units had some difficulty in deciding on specific tub units, as DDS and staff felt the two units needed different features for the residents that they serve. However, the plans stated that the two bathrooms would be the same. After much discussion and investigating different options, they have finally ordered the tub and shower units, this added more time to the project that is already running behind. The director stated that she would keep the board updated on progress.

5. New Business

- c. Election of Officers, LHA Board of Directors

A motion was made by member Unsworth to postpone the election of officers until the November meeting. Motion was seconded by member Heath. Vote 3-0.

- d. Maintenance Mechanic Position Update

The Maintenance Mechanic full time position was advertised with a deadline of October 1, 2023; there were approximately 15 candidates, four were from Berkshire County. The director, along with LHA staff, ranked the applicants and interviewed the top four. On

October 12, 2023, Shaun Wilcox was offered the position and accepted. He will begin the first week of November.

e. CHAMP Application Process Update

The director informed the board that effective September 1, 2023, EOHLC implemented a new process to CHAMP; a centralized screening of claimed priorities and preferences of applicants to state-aided public housing will now be determined utilizing a Centralized Screening Agent, or CSA. LHA's will continue to make determination as to qualification and eligibility, however, the eligibility for priorities and preferences will be at the discretion of the CSA. The determination of such priorities will decide the position of the applicant on the waiting lists maintained for each LHA in CHAMP. This process is in place to make the process easier and less confusion for applicants, and EOHLC is hopeful that the system will make selection more efficient, reducing wait times and vacancies.

It is yet to be determined how this process will affect our locals, as the LHA's are not able to challenge the decisions of the investigator group. We will no longer be able to tell applicants where they are on our housing waiting list.

f. PHN 2023-17 EOHLC Vacancy Initiative

PHN 2023-17 EOHLC Vacancy Initiative, this new initiative is to significantly reduce the number of housing vacancies by January 1, 2024. If an LHA has more than 5% vacancies, they may request a budget exemption to cover the cost of staff and contracting. We fall under this as we are at 10% with the most recent October vacancies. We are currently working with our representatives to inquire about this program to assist in this process.

g. Performance Management Review

The director informed the board that the Performance Management Review (PMR) took place on October 11, 2023. Carolina Gonzales performed the desk audit and property inspections were conducted by Chad Howard and reports were issued.

Currently, the LHA only had the results of the desk audit as follows:

Occupancy Rate:	No Findings
Tenant Accounts Receivable: (Tenant repayments not being paid on time)	Operational Guidance for 705*
Board Member Training:	No Findings
Certifications and Reporting Submissions (due to 1 of the 4 quarters being 30 days delinquent due to error in sending the report)	Operational Guidance*
Annual Plan:	No Findings
Adjusted Net Income:	No Findings
Operating Reserves:	No Findings
Contracts for Financial Assistance (CFA) Submission	No Findings

Overall, the report was a good report, the issues were extremely minor, and Carolina Gonzales thanked the LHA for the continued efforts.

Chad Howard did a physical inspection of one (1) unit at Brown Memorial Court and two (2) units at Clarke Court. There were very minor issues and maintenance addressed them immediately. We are awaiting the report from Mr. Howard.

## 6. Financial

### a. Monthly check register for August 31, 2023

The Monthly Check Register August 31, 2023, was presented— After review, a motion was made by member Unsworth to accept the check register for August 31, 2023, as presented. Motion was seconded by member Logsdon. Vote 3-0.

### b. Monthly check register for September 30, 2023

The Monthly Check Register September 30, 2023, was presented— After review, a motion was made by member Unsworth to accept the check register for September 30, 2023, as presented. Motion was seconded by member Logsdon. Vote 3-0.

### c. Monthly Balance Sheets for July 31, 2023

The balance sheets for the month ending July 31, 2023, were presented. The reserve level as of July 31, 2023, for the 4001 program is 77.24%. The 689-program reserve level is at 436.05% as of July 31, 2023.

### d. Monthly Balance Sheets for August 31, 2023

The balance sheets for the month ending August 31, 2023, were presented. The reserve level as of August 31, 2023, for the 4001 program is 79.21%. The 689-program reserve level is at 440.23% as of August 31, 2023.

### e. Approval of Admin Compensation Funds FISH#150082

EOHLC allows additional admin funds for certain large projects, our current project, FISH #150082 Budd House bathroom renovations, is one of those projects. As a part-time Executive Director, EOHLC allows compensation for extra hours worked on specific projects where admin is available. Lee Housing Authority received funds in the amount of \$6,000 in our original grant for this project, however, the board of directors must vote to approve the expenditures before EOHLC will release any funds.

The director requested approval of 1,212.37 in Admin funds from FISH #150082. A motion to approve the request for \$1,212.37 admin funds from FISH #150082 was made by member Unsworth. Motion was seconded by member Logsdon. Vote 3-0.

## 7. Executive Director's Report

- a. Executive Director's benefit balance as of as of October 14, 2023

Vacation: 35                      Personal: 11                      Sick: 178.84

- b. Resident Services Coordinator July and August Report

The July and August RSC reports were presented to the board for their review.

The director informed the board that she attended the Fall MA NAHRO in Falmouth. She stated that the conferences are a tremendous resource for directors, staff, and board members. It is important to communicate with other agencies and discuss the many challenges that small agencies face each day. The seminars are very informative and it's an asset to be able to gain further education that is needed to keep up with the many changes that are occurring.

The CHP van held a Flu Clinic at Brown Memorial Court, on September 20, 2023, and approximately twenty (20) residents received flu vaccines.

On October 12, 2023, a dinner was held in the community room at Brown Memorial Court, approximately twenty (20) residents took part in the dinner. At the dinner, we honored Peter Baker, our part-time maintenance person that will be retiring at the end of the month.

## 8. Community Preservation Act Committee Report

Member Logsdon gave a brief update on the status of the Community Preservation Committee's progress.

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 Heath. Vote 3-0.

The meeting was adjourned at 5:01 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 21, 2023**

Submitted by:

Deborah M. Pedercini,  
Executive Director