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Minutes as approved ☺

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**LEE HOUSING AUTHORITY
155 MARBLE STREET
LEE, MA 01238
TEL: 413-243-3464**

Minutes of Regular Lee Housing Authority Board of Director's meeting on September 29, 2020 at 4:30 p.m.

Meeting was called to order by the Vice Chairperson Sandra Cozzaglio at 4:32 p.m.

Those in attendance:

Sandra Cozzaglio
Tom Logsdon
Jenn Heath
Marlene Walsh, Executive Director

Those absent: Tom Unsworth

1. Public Speak None

2. Minutes of regular meeting of August 18, 2020

Minutes of special meeting of August 31, 2020

Motion was made by Jenn to accept the minutes of the regular meeting of August 18, 2020 and the special meeting of August 31, 2020. Motion was seconded by Tom L. Vote 3-0

3. Programs

a. 667 – There are currently 5 vacant units at Brown Memorial Court. Since our August 18th meeting one apartment was leased and one apartment became vacant. All apartments are located on the second floor. Two apartments are scheduled to be leased on October 1st. Two applicants are in process with anticipated leasing in November. The unit that was “vacated” since our last meeting was due to the death of a resident. The apartment is abandoned with no family member to take personal belongings or clean out the apartment. We will follow DHCD guidance on disposal of the apartment contents.

b. 705 – The property is 100% occupied with no notices of intent to vacate. There is a wait list for every unit type.

c. 689 – both programs are running well at this time. We have installed 2 commercial quality

storm doors at Laurel Street. They were in desperate need of replacement. Doug Trombley completed the work with was under \$2,000. Recently the furnace required service as there was no heat. Climate (Laureyns United) completed repairs. They recommended replacement and stated that they would provide a quote. Tom L offered to visit the property with the Maintenance Superintendent to provide another evaluation.

4. Old Business

5. New Business

a. Project 150056 Roof Replacements

We have the results of the Invitation for Bid (IFB), which closed on August 19, 2020 through Projectdog for FISH 150056 roof replacement (2 locations). Six bids were received low bid was received from FRG Contractor Corporation in the amount of \$36,272.00. The bids ranged from the low bid of \$36,272. to a high of \$55,075.

References have been completed by RCAT and found them to be favorable. Also, the firm completed the soffit replacement project at Brown Memorial Court within the last year.

Motion was made ^{by Sandy} to Award the Contract for FISH 150056 Roofing Replacements to the low bidder FRG in the amount of \$36,272.00. Motion was seconded by ^{Jenn} Sandy. Vote 3-0

b. Executive Director Hiring Process

The sample ad was prepared based on the Special Meeting of August 31, 2020 and it has been approved by DHCD. Sue Honeycutt completed the salary schedule and the salary range appears in the ad. The ad is running for 2 weeks with a deadline for submitting resumes to the board of Wednesday, October 7th. The ad does not state a hire date.

Forming a Selection Committee was discussed with a recommendation of Sandy and Dee (immediate past Chair) serving.

Motion was made by Jenn for the Selection Committee to consist of Sandy and Dee. Seconded by Tom L. Vote 3-0

6. Financial

a. Monthly Check Register for August 31, 2020 – After review a motion was made by Jenn to accept the check register for August 31, 2020 as presented. Motion was seconded by Tom L. Vote 3-0

b. Monthly Balance Sheets as of July 31, 2020. Reserve level as of July 31, 2020 for the 4001

program is 98.61% \$268,974.45. The 689 reserve level is at 516.43% \$144,495.12 as of July 31, 2020.

6. Executive Directors Report

a. Executive Director Benefit Balance as of w/e September 12, 2020
Vacation/hrs 6.05 Personal/hrs 5.5 Sick/hrs 31.01

b. Update on Capital Improvement Projects

DHCD had put a hold on all projects where workers would potentially have contact with residents. As the state continues a phased reopen we will return to projects where safety measures can be put in place to protect residents:

a. 150046 Community Building Kitchen

Work can begin when the contractor has provided a suitable plan to protect residents (laundry room), employees and the public from potential COVID-19 exposure.

b. 150561 150 Laurel Street Bathroom Renovation

We will proceed when COVID restrictions have been lifted to allow for fully occupied units to be renovated/modernized.

c. 150062 Door openers for the Community Room

I am told that DHCD expects that the Health & Safety FY20 grant money expenditures to be extended to June 2021. It's anticipated that DHCD will issue a PHN to formally announce this. The work could begin when suitable precautions can be put in place as per the State's Phased reopening.

7. Any topic the Chairperson could not reasonably anticipate.

None

8. Adjournment

Motion was made by Tom L to adjourn. Motion was seconded by Sandy. Vote 3-0
Meeting adjourned 5:00 p.m.

**THE NEXT SCHEDULED REGULAR MEETING WILL BE HELD ON TUESDAY,
October 20, 2020 AT 4:30 P.M**

Submitted by:



