LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting December 27, 2024, at 10:00 a.m.

The meeting was called to order by Chairperson Cozzaglio at 10:00 am.

Members in Attendance: Sandra Cozzaglio, Chairperson

 Jennifer Heath

 Marjorie Donovan

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Logsdon

 Thomas Unsworth

1. Public Speak (two minutes) on any Agenda Item

2. Minutes of the Regular Meeting of September 17, 2024.

Minutes of the Regular Meeting of November 26, 2024

Member Donovan made a motion to postpone the Minutes of the Regular Meetings of September 17, 2024 and November 26, 2024 to the next meeting, due to lack of member votes. Member Heath seconded the motion. Vote 3-0

3. Programs

667 Currently there are no vacant units at Brown Memorial Court. Current Waitlist: 2165

705 Currently, there are two (2) vacant units at Clarke Court; Unit #27, which has a tenant in process for January 1, 2025. #32, a two-bedroom unit where a current over housed tenant will be transferring January 15, 2025. This will leave #40 a three (3) bedroom vacant and will need extensive renovation. Current Waitlist: 7969

689 Both properties are running well.

Inspections were held at 185 Marble Street, Budd House on December 11, 2024. Minor repairs were discussed as well as the upcoming gutter replacement and water drainage project for this property. Overall, the property is in good condition.

4. Old Business

FISH# 150075 Generator and Fire Alarm Project Certificate of Substantial Completion.

A Certificate of Substantial Completion for FISH #150075, Generator and Fire Alarm Project was presented to the board for approval.

A Motion was made by member Donovan to approve the Certificate of Substantial Completion for FISH # 150075, Generator and Fire Alarm Project. Motion was seconded by member Heath. Vote 3-0.

5. New Business

1. Letter of Concern from tenant regarding noise levels after hours

The tenant spoke to the board of directors regarding disruptions with the tenant on the second floor.

The director informed the board of directors that any matters concerning tenants are to be resolved by the director through the proper grievance procedure. The board does not have jurisdiction over these issues; however, the tenant can be assured that these matters are being dealt with properly. The director informed all involved as well as the board that she had taken measures to meet with the tenant and rectify the issues. The tenant was notified in writing as well as in person of the lease violations and was told that due to habitual behavior, this would be cause for a 30-day notice to quit if any further incidents occurred.

1. PHN 2024-22 Property, Boiler & Machinery and Crime Insurance

The director presented the PHN regarding the new rates for Property, Boiler & Machinery and Crime insurance. Rates per door are $345 per family unit and $292 per all other units. This is an increase of 30%-60% over last year.

A motion to approve the Property, Boiler & Machinery and Crime insurance renewal with Brown & Brown for 2025 was made by member Donovan. Member Heath seconded the motion.

Vote 3-0

1. PHN Notice 2024-23 Aging in Place Turnover Guidelines

The director presented the PHN regarding Aging in Place Turnover Guidelines. Effective February 3, 2025, EOHLC will create projects for each LHA for vacant unit 667 routine turnovers and will fund the projects with $2,000 x 10% of the number of 667 units. Lee Housing Authority has 48 units, therefore will receive a total of $9,600. Most of our units are already in compliance with the toilets and plumbing fixtures as well as the LED lighting. We will work on making sure the other revisions are followed when turnovers are completed.

6. Financial

1. Monthly check register for November 30, 2024

The Monthly Check Register for November 30, 2024, was presented to the board. After review, a motion was made by member Heath to accept the check register for November 30, 2024, as presented. The motion was seconded by member Donovan. Vote 3-0.

1. Monthly Balance Sheets as of October 31, 2024

The balance sheets for the month ending October 31, 2024, were presented to the board.

The reserve level as of October 31, 2024, for the 4001 program is 61.78%. The 689-program reserve level is at 275.68% as of October 31, 2024.

1. Monthly Balance Sheets as of November 30, 2024

The balance sheets for the month ending November 30, 2024, were presented to the board.

The reserve level as of November 30, 2024, for the 4001 program is 66.27%. The 689-program reserve level is at 275.25% as of November 30, 2024.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of December 14, 2024

Vacation: 54.5 Personal: 13.5 Sick: 241.31

The director informed the board that LHA has been looking at contract costs and where to save. Three new changes have been made. 1. Changed contract with Casella to Rogers Trucking and saved over $3,000. 2. Changed Orkin to Ehrlich and saved $3,600. 3. MacFarlane Copier maintenance agreement and lease, purchased copier, saved $1,860. Will continue to find ways to lower costs without compromising the LHA’s operation.

The director shared with the board that a tree trimming and refreshment gathering was held on December 11, 2024, and was well attended by residents. This event was in conjunction with the RSC program and funds for this event were used from our program stipend.

1. Resident Services Coordinator Report for the month ending November 30, 2024

The director presented the report for the month ending November 30. 2024.

The director stated that there will now be two Resident Services Coordinators, Karen 9:30 to 1:00 on Wednesdays and Kathy 9:30 to 12:30 on Thursdays for a total of 6.5 hours per week. A cleaning service for those that are in desperate need of assistance is available 8 hours per month and is still in the early stages of development.

8. Community Preservation Committee Report

There were no updates.

9. Any topic the Chairperson could not reasonably anticipate.

None.

10. Adjournment

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

Member Donovan made a motion to adjourn the meeting. Motion was seconded by member Heath. Vote 3-0.

The meeting was adjourned at 10:31am.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 21, 2025**

Submitted by:

Deborah M. Pedercini

Executive Director