LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting August 20, 2024, at 4:30 p.m.

The meeting was called to order by Chairperson Cozzaglio at 4:35 p.m.

Members in Attendance: Sandra Cozzaglio, Chairperson

 Thomas Logsdon

 Marjorie Donovan

 Jennifer Heath

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Unsworth

1. Public Speak (two minutes) on Agenda Item

None.

2. Minutes of the Regular Meeting of July 23, 2024.

A motion was made by member Donovan to approve the minutes of the Regular Meeting of July 23, 2024, as presented. Motion was seconded by member Logsdon. Vote 4-0.

3. Programs

667 Currently there are two (2) vacant units at Brown Memorial Court. A pull list for unit #14 and unit #7 is currently in process. Current Waitlist: 1931

705 Currently, there are three (3) vacant units at Clarke Court; #15, a handicapped unit was rented on August 15, 2024. Units #7 and #27, three-bedroom units, and unit #32; a two-bedroom unit which will need some renovation. Current Waitlist: 7133

689 Both properties are running well.

4. Old Business

1. FISH#150082 Budd House Bathroom Renovations Certificate of Substantial Completion.

A Certificate of Substantial Completion for FISH #150082, Budd House Bathroom Renovations was presented to the board for approval.

A Motion was made by member Donovan to approve the Certificate of Substantial Completion for FISH # 150082, Budd House Bathroom Renovations. Motion was seconded by member Logsdon. Vote 4-0.

5. New Business

1. FISH#150504 Brown Memorial Court Driveway Replacement

Change Order #1 P&R Construction

The preconstruction conference for this project was held on August 13, 2024. It was discussed at that time that a change order to include one handicapped space closest to the building on the left side would be included in the scope of work. Work began on August 20, 2024.

 A change order from P&R Construction, not to exceed $1,000, was presented to the board for approval.

A motion to approve Change Order #1 contingent to not exceed $1,000, with P&R Construction was made by member Logsdon. Member Donovan seconded the motion. Vote 4-0.

6. Financial

1. Monthly check register for July 31, 2024

The Monthly Check Register for July 31, 2024, was presented to the board. After review, a motion was made by member Logsdon to accept the check register for July 31, 2024, as presented. Motion was seconded by member Donovan. Vote 4-0.

1. Monthly Balance Sheets as of June 30, 2024

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

The reserve level as of June 31, 2024, for the 4001 program is 47.93%. The 689-program reserve level is at 365.49% as of June 30, 2024.

1. Year End Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2024.

Year End Quarterly Operating Statements and Modernization Cost Reports as of June 30, 2024, were presented to the board for approval.

A motion was made by chairperson Cozzaglio to accept the Year End Quarterly Operating Statements for the Lee Housing Authority 4001 and 689 programs as of June 30, 2024. Motion was seconded by member Logsdon. Vote 4-0.

1. Year End Financial Statements Certification, Certification of Top 5 Compensation Form.

The Year End Financial Statements Certification (signed by Fee Accountant and Director), Certification of Top 5 Compensation Form was presented for signatures for all board members.

A motion to accept the FY 2024 Year End Financial Statements Certification and Certification of Top 5 Compensation Form was made by chairperson Cozzaglio. Motion was seconded by member Donovan. Vote 4-0.

1. Lead Paint Certification for FY 2024

The annual certification form that needs to be signed by all board members for FY 2024 stating that Lee Housing Authority is compliant with Notification Procedures for Federal and State Lead Paint Laws for FY 2024.

Motion to approve the FY 2024 Lead Paint Certification form in compliance with Federal and State Lead Paint Laws for FY 2024 was made by member Donovan. Motion was seconded by member Heath. Vote 4-0.

1. Wage Match V3 Employee Confidentiality of Information Acknowledgement was presented to the board for approval along with DOR Disclosure and summary of law.

The Wage Match V3 Employee Confidentiality of Information Acknowledgement was presented to the board for approval along with list of employees, DOR Disclosure and summary of law.

A motion was made by chairperson Cozzaglio to approve the Fiscal 2025 Wage Match Acknowledgement Regarding Confidentiality of Information. Motion was seconded by member Donovan. Vote 4-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of August 20, 2024

Vacation: 44 Personal: 0 Sick: 214.37

The director informed the board that she would be attending the MA NAHRO conference in Falmouth in early September.

1. Resident Services Coordinator Report for month ending July 31, 2024.

The July 2024 RSC report was presented to the board. A total of three (3) tenants were assisted with social cohesion, health and wellness and accessing benefits. A concert and pizza party were attended by four (4) tenants in late July.

8. Community Preservation Act Committee Report

There was no new activity.

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.

10. Adjournment

Member Donovan made a motion to adjourn the meeting. Motion was seconded by member Logsdon. Vote 4-0.

The meeting was adjourned at 4:57 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 17, 2024**

Submitted by:

Deborah M. Pedercini, Executive Director