LEE HOUSING AUTHORITY

155 MARBLE STREET

LEE, MA 01238

Minutes of Regular Lee Housing Authority Board of Directors meeting September 17, 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 Unsworth

 Jennifer Heath

Deborah M. Pedercini, Executive Director

Members Absent: Thomas Logsdon

 Marjorie Donovan

1. Public Speak (two minutes) on Agenda Item

None.

The chairperson moved to #5 New Business, to discuss line-item a. FY 2025 Budget and b. Executive Director’s Salary.

5. New Business

1. Presentation of FY 2025 Budget

Sue Honeycutt, fee accountant, Fenton, Ewald & Associates, P.C., presented the FY 2025 Budget to the board. She went over the full budget in detail.

A motion to approve the FY 2025 Budget as presented was made by chairperson Cozzaglio. Motion was seconded by member Unsworth. Vote 3-0.

1. FY2025 Executive Director’s Salary

Ms. Honeycutt presented the FY 2025 Executive Director’s Salary Calculation Sheet for approval.

A motion to approve the FY 2025 Executive Director’s Salary Worksheet was made by chairperson Cozzaglio. Motion was seconded by member Unsworth. Vote 3-0.

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

2. Minutes of the Regular Meeting of August 20, 2024.

The Minutes of the Regular Meeting of August 20, 2024, was postponed to the October meeting, due to lack of board members.

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: 1983

705 Currently, there are three (3) vacant units at Clarke Court; Units #7 and #27, three-bedroom units, and unit #32; a two-bedroom unit which will need some renovation. Current Waitlist: 7336

689 Both properties are running well.

4. Old Business

1. FISH #150075 Alarm Upgrade and Generator Project Change Order #6 Annunciator Change

FISH #150075, Alarm Upgrade and Generator Project Change Order #6 Annunciator Change was presented to the board. The annunciator change for Brown Memorial Court will need to be moved to the exterior of the building in accordance with the Lee Fire Department.

A motion to approve FISH #150075, Alarm Upgrade and Generator Project Annunciator Change, Change Order #6 in the amount of $3,946.90, was made by member Heath. Motion was seconded by member Unsworth. Vote 3-0.

1. FISH#150078 150 Laurel Street Painting Change Order #1 Tree Trimming and Baluster Painting

A motion was made by member Unsworth to approve FISH #150078, Laurel Street Painting. Change Order #1, Tree Trimming and Baluster Painting in the amount of $2,000. Motion was seconded by member Heath. Vote 3-0.

1. FISH#150078 150 Laurel Street Painting Change Order #2 Shed Painting

A motion was made by chairperson Cozzaglio to approve FISH #150078, Laurel Street Painting. Change Order #2, Shed Painting in the amount of $1,500. Motion was seconded by member Unsworth. Vote 3-0.

1. FISH# 150504 Driveway Replacement Brown Memorial Court Certificate of Substantial Completion

A motion was made by chairperson Cozzaglio to approve the Certificate of Substantial Completion for FISH # 150504. Motion was seconded by member Unsworth. Vote 3-0.

1. FISH#150504 Driveway Replacement Brown Memorial Court Certificate of Final Completion

A motion was made by member Unsworth to approve the Certificate of Final Completion for FISH # 150504. Motion was seconded by member Heath. Vote 3-0.

6. Financial

1. Monthly check register for August 31, 2024

The Monthly Check Register for August 31, 2024, was presented to the board. After review, a motion was made by member Heath to accept the check register for August 31, 2024, as presented. Motion was seconded by member Unsworth. Vote 3-0.

1. Monthly Balance Sheets as of July 31, 2024

The balance sheets for the month ending July 31, 2024, were unavailable.

1. Approval of Admin Compensation Funds for 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 has received funds for admin; however, the board of directors must vote to approve the expenditures before EOHLC will release any funds.

The director requested approval of $419.31 in admin funds from FISH #150082.

A motion to approve the request for $419.31 admin funds from FISH #150082, Budd House Bathroom Renovation project was made by member Heath. Motion was seconded by member Unsworth. Vote 3-0.

1. Approval of Admin Compensation Funds for FISH# 150075

EOHLC allows additional admin funds for certain large projects, our current project, FISH #150075, Alarm Upgrade and Generator Project 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 has received funds for admin; however, the board of directors must vote to approve the expenditures before EOHLC will release any funds.

The director requested approval of $419.31 in admin funds from FISH #150075.

A motion to approve the request for $419.31 admin funds from FISH #150075 Alarm Upgrades and Generator project was made by member Unsworth. Motion was seconded by member Heath Vote 3-0.

7. Executive Director’s Report

1. Executive Director’s benefit balance as of September 17, 2024

Vacation: 39 Personal: 0 Sick: 214.37

The director informed the board that she had attended the MA NAHRO conference in Falmouth and that there are many changes ahead. She stated that it was a very informative session and was able to share ideas with fellow directors on improving the agency.

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

The August 2024 RSC report was unavailable.

1. Rescheduling of the October Regular Board of Directors Meeting

The director requested that the Regular Board of Directors meeting scheduled for October 15, 2024, be rescheduled to October 22, 2024, due to a conflict in the director’s attendance at an EOHLC training in Holyoke on the same date.

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Member Unsworth made a motion to reschedule the October 15, 2024, Regular Board of Directors meeting to October 22, 2024. Member Heath seconded the motion. Vote 3-0.

8. Community Preservation Act Committee Report

There was no new activity.

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

The meeting was adjourned at 5:10 pm.

**THE NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 22, 2024**

Submitted by:

Deborah M. Pedercini, Executive Director