The **Regular** meeting of the Lenox Housing Authority was held on Tuesday November 19, 2024, at 4:45 p.m. at The Curtis, 6 Main St.

1. The meeting was called to order by Vice Chairman Deb Prew at 4:53 p.m.
2. Roll Call: **Present** – Deb Prew, Vice Chairman

Kim Graham, Treasurer

Linda Carroll, Member

Shannon Cella, Executive Director

Jim Mercer, Commercial Property Manager

Barbara Keenan, Town Resident

Ellen Jacobson, Tenant

Amy Sternlieb - Tenant

**Absent** – Carol Ramsey, Chairman

1. **Tenant Forum:** LTO Update

Ellen Jacobson who is the new LTO president (Amy Judd stepped down recently) wanted to

give the board an update on the funds and participation of the LTO. She shared with the board the flyers and postcards that they have printed throughout the year to hand out to tenants and for tenants who are new to the LHA. One of the things that they have going are the community gardens at both the Curtis and Turnure Terrace, which is vegetable gardens that all tenants have access to. She mentioned meeting up with the Resident Services Coordinator to plan a picnic or a different type of gathering. They are working on their expenses from last year and the budget for the upcoming year.

1. **Minutes:**

a. Motion was made by Kim Graham to accept the regular board minutes of October 8, 2024

as presented. Motion was seconded by Linda Carroll. Vote 3-0.

1. **Commercial Space:**

Jim reported that all is well on the commercial side of things. The brick repointing and marble work are finalized and both look great. He will be reaching out to someone regarding the rotten boards on the porch. It was agreed that it is not a safety hazard and we will be looking for the work to be done in the spring.

1. **Accounts Payable:**

a. Monthly Balance Sheets as of August 31, 2024

689 balance is $88,237.21. 400-1 balance which includes the commercial

financial report is $149,442.14.

b. Year End Quarterly Operating Statements and Modernization Cost Reports as of

September 30, 2024

689 balance is $92,662.58. 400-1 balance which includes the commercial

financial report is $170,246.38.

A motion was made by Linda Carroll to accept the Year End Quarterly Operating

Statements for the Lenox Housing Authority 4001 and 689 programs as of September 30,

2024. Motion was seconded by Deb Prew. Vote 3-0.

c. Year End FY 2024 Financial Statements Certification, Certification of Top 5 Compensation

Form

The Year End FY 2024 Financial Statements Certification (which was signed by the fee

Accountant and Executive Director) along with the Certification of Top 5 Compensation

Form was presented to the board for signatures.

Linda Carroll made a motion to accept the FY 2024 Year End Financial Statements

Certification and Certification of Top 5 Compensation Form. Motion was seconded by

Deb Prew. Vote 3-0.

**5. Programs:**

1. Rent Collection – There are 3 tenants on repayment agreements with money being collected each month from all individuals. All other rents are paid.
2. Vacancies: There is 1 vacancy at Turnure Terrace - 40-5D. There are 3 vacancies at the Curtis, #418, #318 and #415. Unit #418 is ready to while #318 and #415 still need renovation work done. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
3. Waitlist: 2828 Total Elderly/Handicapped, 8463 total Family

Elderly list – 1283 Elderly, 935 Handicapped

3 local/veteran, 17 Local, 46 Veteran

Family list – 2 local/veteran, 37 Local, 39 Veteran

4901 2-bedroom, 2814 3-bedroom

**6**. **Old Business:**

a. Security Cameras

Lee Audio ‘N Security has installed 4 new cameras at the Curtis. We have cameras facing the

parking lot, the office and 4 total cameras covering the community room. We have also installed 4

cameras at Turnure Terrace which covers the community room, the back patio and both sides of

the driveway/parking lot. All cameras are monitored by the Executive Director and all LHA staff.

b. Laundry Services

On October 31, 2024, Automatic Laundry Services installed new washing machines and new dryers

at both Turnure Terrace and The Curtis. They have also installed a card machine at both locations.

This machine allows tenants to purchase a new card, check their car balance or add money to their

laundry card via cash or card. Automatic Laundry Services has provided the LHA with enough cards

for all tenants and very detailed instructions.

As of now, CSC Serviceworks has yet to come and pick up our old machines, so the families are still

able to use the machines at 13 Church Street. They have been given laundry cards and keys to the

Curtis community room for when the machines are removed from the Church St. building.

c. FISH #152099 – Replace Wood Siding and Selective Windows – Turnure Terrace – Change Order

Due to Material and Weather delays, Northeast Construction, Inc. submitted a no-cost, time

extension Change Order to the LHA. The LHA has presented this Change Order to the board for

approval.

Kim Graham made a motion to approve Change Order #1 for a not-cost, time extension for FISH

#152099. Motion was seconded by Deb Prew. Vote 3-0.

d. FISH #152099 – Replace Wood Siding and Selective Windows – Turnure Terrace – Certificate of

Substantial Completion

Linda Carroll made a motion to approve the Certificate of Substantial Completion for FISH

#152099 – Replace Wood Siding and Selective Windows – Turnure Terrace. Deb Prew

Seconded the motion. Vote 3-0.

e. FISH #152099 – Replace Wood Siding and Selective Windows – Turnure Terrace – Certificate of

Final Completion

Kim Graham made a motion to approve the Certificate of Final Completion for FISH

#152099 – Replace Wood Siding and Selective Windows – Turnure Terrace.

Deb Prew seconded the motion. Vote 3-0.

**7. New Business:**

a. Resident Services Coordinator Update

RSC Karen Lewis will be working from home for the next few weeks to catch up on paperwork.

During this time, the RSC for Great Barrington, Kathy Anker will be coming in a few times to meet

with tenants. She is scheduled to be in Lenox on 11/21/2024 from 12:30 – 3:00 and then again on

Wednesday 12/4/2024 from 12:30 – 3:00.

b. Lead Paint Certification for FY 2024

This annual certification form states that the Lenox Housing Authority is compliant with the

Notification Procedures for Federal and State Lead Paint Laws for FY 2024. Signatures required for

all board members.

Motion to approve the Certification of Compliance with Notification Procedures for Federal and

State Lead Paint Laws was made by Kim Graham. Deb Prew seconded the

motion. Vote 3-0.

c. Wage Match V3 Employee Confidentiality of Information

The Wage Match Acknowledgement Regarding Confidentiality of Information was presented to

the board for approval. This also includes a list of employees, DOR Disclosure and summary of

law.

Kim Graham made a motion to approve FY 2025 Wate Match V3 Employee Confidentiality of

Information. Deb Prew seconded the motion. Vote 3-0.

**8. Executive Director’s Report**

a. Town of Lenox

On October 25, 2024, the Town of Lenox hosted trunk or treat throughout the town. The staff,

tenants and RSC spent the day decorating the porch for the event. The RSC got some cider and

donuts for the tenants and there were many who participated with the decorating and/or handing

out of candy. It was a very wonderful event for the town and the residents of both the Curtis and

Turnure Terrace.

b. Personnel

Tim has been helping out in the office for the past few weeks, which has been extremely beneficial

for the director. He will be out as maintenance for quite some time still, but he is willing to keep

helping out the office.

c. Public Hearing Notices

PHN 2024 -18 – Update to Veteran’s Preference Screening and Clarification of the Role of the

Centralized Screening Office (CSO) and Local Housing Authorities in the Tenant

Selection Process

PHN 2024 – 19 - Updates to the Performance Management Review (PMR) for 2025 Cycle

(FYE 6/30/2025 – 3/31/2026)

PHN 2024 – 20 – Public Housing Innovations 2025 Notice of Funding Availability

PHN 2024 – 21 – Notice of Funding Availability Self-Sufficiency Program (SSP) FOR State-Aided

Public Housing and Massachusetts Rental Voucher Program (MRVP)

**9. Adjournment:**  Motion was made by Deb Prew to adjourn, seconded by Kim Graham. Vote 3-0.

Meeting adjourned at 5:26 p.m.

Next Meeting – WEDNESDAY DECEMBER 11, 2024 at 4:45 p.m. at The Curtis, 6 Main Street.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director