The **Regular** meeting of the Lenox Housing Authority was held on Tuesday October 8, 2024, at 5:00 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by chairman Carol Ramsey at 5:00 p.m.
2. Roll Call: **Present** – Carol Ramsey, Chairman

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

**Absent** – None

1. **Tenant Forum:**

There were no requests.

1. **Minutes:**

a. Motion was made by Deb Prew to accept the regular board minutes of August 13, 2024

as presented. Motion was seconded by Linda Carroll. Vote 4-0.

b. Deb Prew made a motion to accept the special meeting minutes of August 22,

2024 as presented. Linda Carroll seconded the motion. Kim Graham abstained due to

absence. Vote 3-0.

c. Deb Prew made a motion to accept the special meeting minutes of September 30,

2024 as presented. Kim Graham seconded the motion. Linda Carroll abstained due to

Absence. Vote 3-0.

1. **Commercial Space:**

Jim Mercer reported to the board that everything is going well with the commercial spaces.

The bricks were repointed at the side entrance to the pharmacy and the marble on the steps and the railings have all been repaired. The company did a great job.

1. **Accounts Payable:**

a. Accounts payable as of July 31, 2024

689 balance is $83,810.77. 400-1 balance which includes the commercial

financial report is $126,045.33.

b. Accounts payable as of August 31, 2024

These reports have not been received from the accountant as of today. Will postpone

until next meeting.

1. **Programs:**
2. Rent Collection – There are 3 tenants on repayment agreements with money being collected each month from all individuals. All other rents are paid.
3. Vacancies: There is 1 vacancy at Turnure Terrace - 40-5D. There are 2 vacancies at the Curtis, #418 & #318. Unit #418 is ready to rent and # 318 just became vacant as a current tenant transferred into #212 which is wheelchair accessible. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
4. Waitlist: 2719 Total Elderly/Handicapped, 8150 total Family

Elderly list – 1232 Elderly, 904 Handicapped

19 Local, 9 Veteran

Family list – 38 Local, 7 Veterans

4715 2-bedroom, 2715 3-bedroom

1. **Old Business:**

a. Garbage Policy

The director presented the updated Garbage Policy to include the changes made to both

Turnure Terrace and the Curtis. Kim Graham made a motion to adopt the amended

garbage Policy as presented. Linda Carroll seconded the motion. Vote 4-0.

b. Laundry Services

On October 31, 2024, Automatic Laundry Services will install new washing machines,

dryers and the necessary card machines at both the Curtis and Turnure Terrace. The LHA

has made the decision to remove the machines from 13 Church Street as there is not

enough revenue per month. Those 4 family tenants at Church Street have been given

the option to get a key to the Curtis, so that they still have access to laundry facilities.

c. Cable Contract

The contract with Spectrum has ended and tenants are now responsible for their own

cable services. From the LHA’s perspective, it seems to have been a pretty seamless

transition, with only a few tenants needing some assistance.

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

The work has begun on replacing the siding at the 40-2 and 40-4 buildings at Turnure

Terrace. The project should be completed within the next 3 weeks.

1. **New Business:**

a. Resident Services Coordinator Update

Karen Lewis, the LHA’s RSC continues to work with the tenants on Thursdays. In August,

the RSC program helped out 9 tenants with a wide range of aid. During September, the

RSC was available for only 3 weeks and was able to help out only a few tenants with any

requests. The RSC set up the CHP van to come to the Curtis on Thursday, October 10, 2024

to offer flu shots and other various services.

b. Security Cameras

The LHA has reached out to Lee Audio & Security to install 2 extra security cameras in

the Curtis community room, 1 outside of the Director’s office and 1 camera out the back

door to show the driveway. We have also purchased 4 cameras to put at Turnure Terrace

with them pointing to the parking lot and out behind the community room.

c. Appointment of Public Records Officer

It has been recommended that all agencies have a designated Records Access Officer. This position can be designated to the position rather than the person, this way when employees vacate, there is no need to reappoint. Therefore, this agency will need to designate the Executive Director as the Records Access Officer.

Kim Graham made a motion to appoint the Executive Director as the Public Records Access Officer. Deb Prew seconded the motion. Vote 4-0.

1. Executive Director Vacation Policy

Executive Director Cella requested that her remaining hours of vacation be carried over

at the start of the new year.

Kim Graham made a motion to allow the Executive Director to carry over the remaining

vacation hours at the start of the new year. Deb Prew seconded the motion. Vote 4-0.

1. EOHLC Budget Guidelines

Executive Director went over the budget guidelines with the board. Some of the highlights are up to a 9% increase to administrative salaries. Up to a 9% increase for maintenance salaries. Local Tenant Organization funding has increased to $25 per unit.

8. **Executive Director’s Report**

a. Town of Lenox – During the Applesqueeze, tenants held a tag sale on the porch which

was well attended. On August 16, 2024, the town held their annual Garden and Flower

show put on by the Lenox Historical Society and Academy Garden Club of Lenox on the

Curtis porch. It was a beautiful day and there were quite a few visitors.

b. Personnel – Tim had surgery done on October 1, 2024. He will be out of work as

maintenance for a minimum of 6 weeks. He will be able to do some desk work after

3 weeks and I will have him come in the office to answer phones and to learn the

maintenance software.

Deborah Pedercini started as the administrative assistant and it has been working out

well. She is already familiar with the housing software that we use, so there is not a lot

of training.

c. Public Hearing Notices

PHN 2024-13 – FY25 Local Housing Authority Budget Guidelines

PHN 2024-14 – Mandatory Data Reporting

PHN 2024-15 – 689/167 Contract Process Transition to DocuSign

PHN 2024-16 - Affordable Homes Act (AHA) and State-Aided Public Housing

PHN 2024 – 17 – State Units Federalization Notice of Funding Availability (”NOFA”)

d. LTO Update – Kim Graham asked about an update from the Local Tenant Organization.

Tenant Ellen Jacobson told the board that the LTO will be having their board meeting this

coming Thursday night and she will let them know that the LHA board would like an

update on the LTO program. Ellen was reminded that they need to submit a budget and

their expenses from last year to receive their funding from the LHA this year.

**9. Adjournment:**  Motion was made by Kim Graham to adjourn, seconded by Deb Prew. Vote 4-0.

Meeting adjourned at 5:44 p.m.

Next Meeting – November 19, 2024 at 4:45 p.m. at The Curtis, 6 Main Street.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director