The **Regular** meeting of the Lenox Housing Authority was held on Wednesday December 11, 2024, at 4:45 p.m. at The Curtis, 6 Main St.

1. The meeting was called to order by Chairman Carol Ramsey at 4:55 p.m.
2. Roll Call: **Present** – Carol Ramsey, Chairman

 Deb Prew, Vice Chairman

 Kim Graham, Treasurer

 Linda Carroll, Member

 Shannon Cella, Executive Director

 Barbara Keenan, Town Resident

 Sue Honeycutt, Fee Accountant, Fenton, Ewald & Associates P.C.

 Deborah Pedercini, Administrative Assistant

 Ellen Jacobson, Tenant

 **Absent** – Jim Mercer, Commercial Property Manager

1. **Tenant Forum:** LTO Update

Ellen Jacobson reported that the previous LTO president, Amy Judd, should be getting her computer back soon and they will then be able to provide the LHA with the budget and last year’s spending summary.

 The director asked the board to move to agenda item #7 to discuss the FY 2025 Budget and

 Executive Directors Salary Calculation Sheet.

 **7. New Business:**

 a. FY 2025 Budget Presentation – Sue Honeycutt

 Sue Honeycutt, fee accountant from Fenton, Ewald & Associates, P.C. presented the FY

 2025 Budget to the board. Sue went over the budget in detail and answered any

 questions.

 Linda Carroll made a motion to approve the FY 2025 Budget as presented. Deb Prew

 seconded the motion. Vote 4-0.

 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

 Kim Graham. Motion was seconded by Deb Prew. Vote 4-0.

1. **Minutes:**

 a. Motion was made by Kim Graham to accept the regular board minutes of November 19,

 2024 as presented. Motion was seconded by Deb Prew. Vote 4-0.

1. **Commercial Space:** Jim Mercer had reported to the Director that everything on the commercial side is going well. There is a small leak in the pharmacy that we are aware of and maintenance has been working with Salco Construction Co. to pinpoint the leak and make the necessary repairs.

The Director has been reviewing the commercial leases and there are some things that Executive Director and Commercial Property Manager will need to discuss in the coming weeks.

1. **Accounts Payable:**

 a. Monthly Balance Sheets as of October 31, 2024

 689 balance is $97,082.86. 400-1 balance which includes the commercial

 financial report is $160,245.92.

 **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. An applicant will be signing a lease tomorrow morning for #418. #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: 2830 Total Elderly/Handicapped, 8576 total Family

 Elderly list – 1308 Elderly, 920 Handicapped

 3 local/veteran, 15 Local, 49 Veteran

 Family list – 2 local/veteran, 35 Local, 41 Veteran

 4961 2-bedroom, 2849 3-bedroom

**6**. **Old Business:** Nothing to Report

**7. New Business:**

 b. Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crime

 Insurance for Policy Period – 11/17/2024 to 11/17/2025

 The 2024-2025 State Aided Housing Programs Property, Boiler & Machinery and Crime

 Insurance for 2025 was presented. PHN-2024-22 identified a few changes from the

 previous year. The rate per unit has increased to $345 per family and $292 per all other

 units. The deductible will remain at $9,000 per claim.

 A motion to approve the payment of $36,048 to Hays Companies, Inc. for the

 Property, Boiler and Machinery Insurance and Crime Insurance was made by Kim

 Graham. The motion was seconded by Linda Carroll. Vote 4-0.

**8. Executive Director’s Report**

 a. Town of Lenox – Nothing to Report

 b. Personnel – Nothing to report

 c. Public Hearing Notices

 PHN 2024 -23 – Aging in Place Turnover Guidelines

 Before adjourning, Chairman Carol Ramsey asked about making the meetings available via

 Zoom or Microsoft Teams. The director explained that this is a difficult request as the internet

 is not very reliable and when they try to have meetings in the office, the screen keeps freezing and

 it is difficult. It is something that will be looked into.

Due to scheduling conflicts, the January meeting will be on Wednesday January 15, 2024.

**9. Adjournment:**  Motion was made by Deb Prew to adjourn, seconded by Linda Carroll.

 Vote 4-0.

Meeting adjourned at 5:34 p.m.

Next Meeting – Wednesday, January 15, 2024 at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director