

The **REGULAR** meeting of the LHA was held on Tuesday, December 14, 2021 at 4:30 p.m. at The Curtis, 6 Main Street

The meeting was called to order by D. Kirby at 4:30 p.m.

1. Roll Call: Present D. Kirby, Chairman, K. Graham, Vice Chairman, C. Ramsey, member  
B. Heaphy, Executive Director,

Others Present- Tenants: A. Judd, S. May, D. Sheldon

Absent – D. Prew, Treasurer, J. Mercer, Commercial Property Manager

a. **Tenant Forum:** No requests

b. **Minutes:** Motion made by C. Ramsey, seconded by D. Kirby to approve the minutes of the November meeting. All members vote in favor.

**Curtis Commercial Space:** Barbara reported that Jim put Christmas decorations up in Commercial lobby – decorated the mantel and the big pots at both entrances.

The architect hired for the Commercial bathroom in August decided he doesn't want to go through the hassle of DHCD paperwork and has backed out. Mark Eichorn From Bradley Architect has taken over. The plans are complete and the job will go out To bid soon. Tenants aren't happy with the delay. They might be looking for Compensation because they now have to go outside and back in, to use the bathroom By the Housing Authority office. Jim will report on this in January.

c. **Accounts Payable:**

Barbara reported that as of October 31, 2021, 689 balance is \$100,757.60. 4001 balance is \$163,185.47. Commercial balance is \$131,113.74. Commercial savings is \$60,632.94.

**Old Business:**

**Vacancies –** There are three vacancies at Turnure Terrace, two of the five vacant in last Report are occupied. There are two vacancies at the Curtis.

**Waitlists – 501 – elderly, 506- elderly/handicapped:** 4 local, 25 veterans, 2 local/veterans

**3086 – families:** 15 local, 46 veterans, 1 local/veteran

All but two rents were paid in October. One tenant owes \$396 and has a repayment agreement. The other owes \$353 and is working on paying it off as well.

**Building Property Maintenance – Capital Projects update:**

**25 West Street Kitchen and Bathroom Renovation –** This project is being reviewed by RCAT director and project manager.

**The Curtis Partial Roof Replacement –** Scope of services submitted by Mark Eichorn of Of Bradley Architects. The section of the asphalt roof that is subject to leak damage will Be replaced. Construction budget is \$90,000. Motion made by C. Ramsay, seconded by K. Graham to approve the scope of Services. All members voted in favor.

**Installation of Bathroom fans in 24 units at Turnure Terrace –** Sustainability grant will be Used for this project which is in the works.

**Regulatory Updates-** none

**Town of Lenox –** none

Personnel Issues – none

Public Housing Notices- PHN 2021 -22: Property, boiler, machinery and crime insurance policy Has been renewed with the Hays Company from 11/17/21-11/17/22 for \$21,594. Cost increase Is 4% or \$7 per unit.

**New Business:**

Local Tenant Organization is forming. An election of officers took place on Friday, December 10<sup>th</sup>. The LTO is looking forward to working cooperatively with the Lenox Housing Board. Board Wants to know regulations and Barbara will send each member copies of LTO Regs.

No conflict of interest if tenant board member join LTO.

Karen Lewis, our resident service coordinator has organized a two Holiday Caroling concerts on December 15<sup>th</sup>, one at each property. Cider and cookies will be served.

Covid funds are available to spend before the end of December. Barbara and Shannon went Furniture shopping to replace the couches and rug in the Community Room of the Curtis. Two Couches, a loveseat and rug were purchased for \$4700 and delivery will be in 4-6 months. The Housing Authority was awarded \$35,000 in COVID funding. \$18,860 has been spent.

K. Graham mentioned that Restore will take the old furniture.

The TV at Turnure Terrace was stolen and will be replaced. Barbara will look into installation of Pass code locks on the two doors of the Community room.

**Adjournment:**

Motion made by K. Graham, seconded by C. Ramsey to adjourn at 5:00 p.m. All Members voted in favor.

Next meeting – January 11, 2022 at the Curtis

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director