The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, December 12, 2023, at 4:45 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Deb Prew at 4:48 p.m.
2. Roll Call: **Present** – Deb Prew, Vice Chairman, Kim Graham, Treasurer

 Linda, Carroll, member, Shannon Cella, Executive Director,

 Tenants Amy Judd, Ellen Jacobson, Robert Pelliciotti, France

 Lefebvre

 **Absent** – Carol Ramsey, Chairman, Jim Mercer, Commercial Property

Manager

1. **Tenant Forum –** Ellen Jacobson, LTO vice president presented a request for the LHA to take under consideration modifications of the front and rear entry doors to the building in the form of automatic door openers. Ms. Jacobson explained that there are about 14 tenants who reside at the Curtis who use either a walker or wheelchair and have difficulty using the heavy doors. The LTO had Ben Echevarria come out from Mass Union to discuss this with them. There was much discussion on this topic between the board and the LTO. Executive Director Cella will reach out to other housing authorities to see if any of them have the automatic door openers and look into the process and cost.

It was asked at the last board meeting for the LTO to provide the LHA with a monthly budget summary along with monthly updates on the LTO program. The board went over the budget summary and the LTO also explained some of the things that they have been doing at the Housing.

1. **Minutes:**  Kim Graham made a motion to accept the minutes of the regular board meeting on November 14, 2023 as presented. Motion seconded by Linda Carroll. Vote 3-0.
2. **Commercial Space:** Jim Mercer was unable to attend the meeting.
3. **Accounts Payable:**
	1. As of October 31, 2023, 689 balance is $99,674.55. 400-1 balance which now includes the commercial financial report is $133,613.58.
4. **Old Business:**
5. Rent Collection – There are 3 tenants on repayment agreements. All other rents but one have been paid.
6. Vacancies: There are 3 vacancies at Turnure Terrace – 40-4A, 40-5D & 40-6B, one of which is a capital project. One applicant has been housed at Turnure Terrace since the November meeting. The Curtis has 0 vacancies. 13 Church Street has a 2-bedroom family unit vacant which the bathroom is part of a capital project. Working on a wait list for this unit as well.
7. Waitlist: 2034 Total Elderly/Handicapped, 6047 total Family

Elderly list – 909 Elderly, 704 Handicapped

 12 Local, 2 Veteran

Family list – 37 Local, 1 Veterans

 3494 2-bedroom, 2059 3-bedroom

1. Town of Lenox: The Lenox Community Center chorus performed at the Curtis on Monday December 4th in the afternoon. Quite a few tenants come to watch the performance. The tenants really enjoyed watching the kids sing!
2. Personnel Issues: Shannon Cella, ED will need some time off for surgery to address some health issues. As of right now, we are unsure of when this will happen as she is waiting for the doctor to let her know the date. Barbara, Mike and Tim are all aware of the situation and they are all willing to help out as much as they can. The director reached out to Sue Honeycutt, fee accountant to make sure that Barbara is able to work more than her 18 hours and to see if there was any extra pay that could be given to Barbara for filling in as director. Ms. Honeycutt said that Barbara was able to work extra hours and that she is able to receive a 5% increase for filling in as ED. This will bring Barbara’s rate to $24.15 per hour while the current director is out.

Mike and Tim put up some white lights and garland on the outside of the Curtis building and some lights on the Turnure Terrace community room. One of our new tenants at Turnure Terrace put some lights on one of the bushed next to the community room. The tenants have been complimenting how nice the lights look at both places.

1. Public Housing Notices: PHN 2023-21 – Massachusetts State-Aided Housing Programs Property, Boiler & Machinery and Crim Insurance for Policy Period – 11/17/2023 -11/17/2024. This PHN explains the changes to the insurance program rate structure beginning this year. Family housing will be charged a $321.00 per unit and all other units (elderly, handicapped and 689) will be $272.00 per unit. This is an $8,688 increase from last year. The insurance deductible has also increased from $5,000 to $9,000 per claim.

Linda Carroll made a motion to approve the Insurance Renewal with Hays Companies at the new amount of $33,576.00. Deb Prew seconded the motion.

Vote 3-0.

1. **New Business:**
	1. Sue Honeycutt presented the FY 2024 at the November meeting to the board. The budget was tabled until the December meeting so the board members could review the budget in full.

After review, a motion to approve the FY 2024 Budget as presented was made by Kim Graham. Motion was seconded by Linda Carroll. Vote 3-0.

* 1. Sue Honeycutt presented the FY 2024 Executive Director’s Salary Calculation Sheet for approval.

Motion was made by Deb Prew to approve the FY 2024 Executive Director’s Salary Worksheet as presented. Motion was seconded Kim Graham. Vote 3-0.

* 1. Resident Services Coordinator, Amanda Koch organized a holiday party for the tenants. It was held on December 12, 2023 in the Curtis community room from 12-2. Over 25 tenants attended and the gathering was a great success. Loebs made sandwiches at a discounted rate for the party, and a number of local businesses donated gifts so we could hold a holiday raffle during the party. The LHA also welcomed back Karen Tchougourian to play some beautiful holiday music on the piano. It was a great turnout and everyone seemed to enjoy it. Looking forward to doing this again next year.
	2. The new tractor was delivered to Turnure Terrace today and this will be a huge asset to our maintenance team.
	3. On November 28, 2023 the Lenox Housing Authority hosted a bio-hazard safety training with Trauma Services from Mansfield, MA. This was a free training that was designed for maintenance, management and building staff. Some of the items that were discussed were hoarding, bed bugs, exposure to communicative diseases, mold, PPE, unattended deaths, among many other things. It was offered to other directors and maintenance staff in western mass and was attended by 3 other housing authorities.
1. **Adjournment:**  Motion was made by Kim Graham to adjourn, seconded by Linda Carroll. Vote 3-0

Meeting adjourned at 6:09 p.m.

Next Meeting – January 9, 2024 at 4:45 p.m. at Turnure Terrace.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director