

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, February 8, 2022 at 4:30 p.m.
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, D. Prew, Treasurer,
C. Ramsey, member
B. Heaphy, Executive Director,
Others Present- Tenants: R. Pelicotti, A. Judd, E. Jacobson
Absent – J. Mercer, Comm. Property Mgr.

- a. **Tenant Forum:** No requests
b. **Minutes:** Motion made by D. Prew, seconded by C. Ramsey to approve the minutes of the January meeting. All members vote in favor.
Curtis Commercial Space: No report
c. **Accounts Payable:**
Barbara reported that as of December 31, 2021, 689 balance is \$87,210.38. 4001 balance is \$152,035.74. Commercial balance is \$116,969.55. Commercial savings is \$60,671.11.

Old Business:

Vacancies – There are two vacancies at Turnure Terrace. There are two vacancies at the Curtis.

Waitlists – **510** – elderly, **437**- elderly/handicapped: 4 local, 22 veterans, 2 local/veterans

3813 – families: 16 local, 49 veterans, 1 local/veteran

942 1br, 1942 2br, 10164 3br, 160 4br

All but two rents were paid in December. One tenant owes \$266.80 and has a repayment agreement. The other owes \$303 and is working on paying it off as well.

Building Property Maintenance –

Last week, there was a ceiling water leak in the hall across from the commercial Bathroom. Salco Construction came, opened up the ceiling and found a floor nail Had punctured a pipe after years of settling. The pipe was repaired.

Capital Projects Update:

25 West Street Kitchen and Bathroom Renovation – Three bids came in for the rebid Bathroom renovation project at 25 West Street. The low bid was \$31,000 from CVC Installations in Beverly, MA. Roy Brown, Architect, recommends this contractor after Receiving four positive references. Motion made by D. Prew, seconded by K. Graham To approve CVC Installations for the Bathroom renovation project at 25 West Street. All members voted in favor.

Regulatory Updates – none

Town Of Lenox – The Council on Aging hosted a Covid vaccine and booster clinic with CHP on Monday, January 31st. A few tenants from the Curtis went. Most are fully Vaccinated.

Public Housing Notices- PHN 2022-01

The Covid Omicron variant has led to a surge in cases. Vaccines and boosters continue To provide effective protection against serious illness.

DHCD Guidelines:

Staff wear masks in offices, common areas and apartments.

Post signs requiring masks in common areas.

Temporarily cancel resident activities, unit inspections, in unit routine service work.

Isolation with positive test or symptoms for 5 days.

New Business:

On January 11th, Carolina Gonzalez from DHCD conducted a virtual Performance Management Review, (PMR). Since PMR's are biennial, this was the off year that won't be published. There were no findings, just one operational guidance on one report that wasn't submitted. The CHAMP waitlist report had a few minor errors regarding dates and unit numbers. Carolina sent an Email acknowledging the Housing Authority's growth and improvement.

A 43" Smart TV was purchased for the Community Room at Turnure Terrace to replace the one that was stolen. It will be bolted to the wall. New locks will be installed on the two doors and keys will be passed out to each tenant. The Community Room door will be kept locked at all times.

The new Executive Director Salary schedule came out. Sue Honeycutt, accountant, completed the Worksheet. The increase went from \$71,519 - \$74,845, about 4%. It is based on many factors – Number of housing units, number of programs, bedroom sizes, etc. New salary effective from start of fiscal year, October 1, 2021 with board approval. Motion made by C. Ramsey, seconded by K. Graham to approve the new Executive Director salary. All members vote in favor.

Barbara received a letter from Amy Judd, the president of the newly formed Local Tenant Organization requesting recognition by the Lenox Housing Authority. The Board requested LTO's Bylaws to review and will put it on the agenda in March.

Adjournment:

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

Next meeting – March 8, 2022 at 4:30 p.m.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director