

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, January 11, 2022 at 4:00 p.m.  
The meeting was called to order by D. Kirby at 4:00 p.m.

1. Roll Call: Present D. Kirby, Chairman, K. Graham, Vice Chairman, D. Prew, Treasurer,  
C. Ramsey, member  
B. Heaphy, Executive Director, J. Mercer, Commercial Property Mgr.  
Others Present- S. Honeycutt, accountant,  
Absent – None

- a. **Tenant Forum:** No requests
- b. **Minutes:** Motion made by D. Prew, seconded by C. Ramsey to approve the minutes of the December meeting. All members vote in favor.  
**Curtis Commercial Space:** The bathroom project in the new office spaces is not moving Very fast. The new architect, Mark Eichorn, is just getting up to speed. The current Tenants have access through the back door now to the bathroom by the Housing Authority office but aren't happy about this delay. After some discussion about Giving tenants a rent discount for the inconvenience, K. Graham suggested a \$200 A month. Motion made by K. Graham, seconded by C. Ramsey to approve a \$200 a Month rent discount until bathroom is finished. All members voted in favor.
- c. **Accounts Payable:**  
Barbara reported that as of November 30, 2021, 689 balance is \$104,492.26. 4001 balance is \$151,001.95 Commercial balance is \$139,494.36. Commercial savings is \$60,658.25.

**Old Business:**

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

**Waitlists** – **416** – elderly, **413**- elderly/handicapped: 5 local, 27 veterans, 2 local/veterans

**3161** – families: 16 local, 48 veterans, 1 local/veteran

**907** 1br, **1854** 2br, **1010** 3br, **151** 4br

All but two rents were paid in December. One tenant owes \$324 and has a repayment agreement. The other owes \$328 and is working on paying it off as well.

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

**25 West Street Kitchen and Bathroom Renovation** – The RCAT project manager Suggested splitting the project into smaller ones. the upstairs bathroom would be Done first to resolve the leaking shower, update ventilation, floors, walls, tile, fixtures And fully waterproof and repair water damaged areas in the downstairs laundry room. Updating kitchen cabinets and renovate downstairs bathroom would be another project. By splitting the projects, bids might come in closer to the proposed smaller construction Budgets.

**Apartment Turnovers-**

Barbara mentioned it could take a few months before new kitchen cabinets can be Installed. C. Ramsey suggested moving new tenants in before they are installed so The apartment can be rented in a timely matter.

**Miscellaneous-**

New TV and a lock system on outside doors for Turnure Terrace Community Room are being Researched.

Regulatory Updates- none

Town of Lenox – The Council on Aging arranged to have Christmas meals for any Senior in Lenox Who wanted one. The meals were prepared and donated by The Gateways Inn.

Personnel Issues – none

Public Housing Notices- DHCD has collaborated with MA Emergency Management Agency to Make available large quantities of PPE and cleaning supplies again, free of charge. The Housing Authority put an order in for pick up on January 13<sup>th</sup>.

**New Business:**

FY2022 budget was presented by Sue Honeycutt, accountant from Fenton, Ewald and Associate. There is a 4% increase in administrative salaries. Executive Director's salary will not increase until DHCD updates a new salary schedule. A legal reimbursement of \$4000 is included. There is a 3% increase in accounting fees. Admin Other was increased due to additional postage fees. Price Of water, sewer, gas and electricity have increased. Non- routine expenditures include repairs And improvements to the elevator.

Motion made by K. Graham, seconded by D. Prew to approve the FY2022 budget as presented. All members voted in favor.

**Adjournment:**

Motion made by K. Graham, seconded by D. Prew to adjourn at 4:26 p.m. All Members voted in favor.

Next meeting – February 8, 2022 at 4:30

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director