

The **Regular** meeting of the LHA was held on Tuesday, July 12, 2022 at 4:30 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

The meeting was called to order by Vice Chairman K. Graham at 4:31 p.m.

1. Roll Call: Present –Kim Graham, Vice Chairman, Carol Ramsey, treasurer, Diana Kirby, member  
Absent – Deb Prew, Chairman  
Others Present – Barbara Heaphy Ex. Dir., Jim. Mercer, Property. Mgr.,  
Amy Judd, LTO President
  - a. **Tenant Forum:** No requests
  - b. **Minutes:** Motion made by D. Kirby, seconded by C. Ramsey to approve the June meeting minutes. All members voted in favor.
  - c. **Commercial Space:** Jim reported that he and Barbara met with John Salvini from Salco. John Will pull a building permit, when approved, he will begin the commercial bathroom work. Also, additional break room in same space should cost under \$10,000. Salco will price it.
  - d. **Accounts Payable:** Barbara reported that as of May, 2022 the 689 balance is \$106,242.37. 4001 Balance is \$78,377.37 – Lower than usual balance due to \$17,497 Retirement bill, \$9,172 elevator repair which will be reimbursed with capital funds. Pipe leaks resulting in apartment damage and repairs, \$10,606, complete new flooring in a refurbished apartment, \$5,509. Commercial balance is \$139,410.33. Commercial Savings is \$60,733.80.

**Old Business:**

Vacancies –There is one vacant at the Curtis. One vacancy at Turnure Terrace. There is one Family vacancy as of June 30<sup>th</sup>.

Waitlists – **509** – elderly, **506** - elderly/handicapped: **10** local, **28** veterans,  
**2** local/veterans

families: **20** local **54** veterans, **1** local/veteran, **2272** 2br, **1257** 3br

All but two rents were paid in June. One tenant owes \$170 and is on a payment plan. A family Owes \$202 for May and June.

Building Property Maintenance

Mike and Tim have been keeping up with day-to-day work orders, the mowing and trimming. They have started patching walls in the vacant family unit.

Capital Projects Update:

**25 West Street Kitchen and Bathroom Renovation**

CVC Installations has finished the bathroom and residents are using it. A final walk through is Being scheduled. The change order of \$16,300, 95% pay requisition and Certificate of Substantial Completion are being submitted for board approval. Motion made by C. Ramsey, seconded by D. Kirby to approve the change order, 95% pay requisition and Certificate of Substantial Completion. All members voted in favor.

**The Curtis Window Trim Painting**

Balustrade panels above the posts on the Curtis front porch are being repaired by Macklin Contractors.

**Exterior Door Replacement Turnure Terrace – Phase 1**

A kick off meeting will be planned with LaRochelle Construction to determine the start date of This project.

**Bathroom Fan Installation at Turnure Terrace**

Half the units at Turnure Terrace do not have Bathroom fans. The Housing Authority received a Sustainability grant to install fans in the 24 units. The project went out to bid. Two bids were

Submitted and the lowest bid was double the estimated cost of \$58,260. This bid of \$122,984 should be rejected and the project rebid. Motion made by D. Kirby, seconded by C. Ramsey to reject the low bid and rebid the project. All members voted in favor.

**ARPA Formula Funding**

The Housing Authority was awarded \$39,188.00. The plan is to upgrade the bathrooms off the Community rooms and remove and replace the side porch of 25 West Street. Also, the Housing Authority was targeted to receive additional funds to replace the fire alarm system at 25 West St.

Regulatory Updates – none

Town of Lenox –

Personnel Issues – Barbara formally announced her retirement – January 31, 2023.

Public Housing Notices-

Discounted utility rates available for public housing residents. A flyer was passed out to all Families.

**New Business:**

Budget Revision – Sue Honeycutt, accountant did a FY22 budget revision for the Executive Director's salary increase in need of board approval. Motion made by D. Kirby, seconded by C. Ramsey to approve the 4001 FY22 budget revision. All members voted in favor.

Motion made by C. Ramsey, seconded by D. Kirby to approve the 689 FY22 budget revision. All Members voted in favor.

D. Kirby mentioned how beautiful the new furniture in the Curtis Community Room is.

**Adjournment:**

Motion made by D. Kirby, seconded by C. Ramsey to adjourn at 5:04 p.m. All Members voted in favor.

Next meeting – August 9 at 4:30 p.m. at The Curtis

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director