The **Regular** meeting of the Lenox Housing Authority was held on Tuesday June 11, 2024, at 4:45 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by chairman Carol Ramsey at 4:52 p.m.
2. Roll Call: **Present** – Carol Ramsey, Chairman

Deb Prew, Vice Chairman

Kim Graham, Treasurer

Linda Carroll, Member

Shannon Cella, Executive Director

Jim Mercer, Commercial Property Manager

Barbara Keenan, town resident

Amy Judd, Tenant

Ellen Jacobson, Tenant

**Absent** – None

1. **Tenant Forum:** There were no requests.
2. **Minutes:**  Motion was made by Kim Graham to accept the May 14, 2024 board minutes as presented. Motion was seconded by Deb Prew. Vote 4-0.
3. **Commercial Space:** Jim Mercer reported that everything is going well on the commercial side. Gary O’Brien Property Services did all of the shrub trimming at the Curtis. The cost went up quite a bit from last year, so Jim will be looking to see if the cost can be lowered for next year. The new cleaners are doing a wonderful job cleaning the commercial bathrooms and space. All commercial tenants are very happy with the change. Jim is still waiting to hear back from the contractor to repair the marble steps and railings and repointing of the bricks at the Curtis.
4. **Accounts Payable:**
   1. Accounts payable as of April 30, 2024

689 balance is $90,535.28. 400-1 balance which includes the commercial financial report is $153,793.73.

* 1. Quarterly Operating Statements and Modernization Cost Reports for March 31, 2024, were presented to the board.

Kim Graham made a motion to move the approval of the Quarterly Operating Statements and Modernization Cost Reports to the next meeting so they can have more time to review. Linda Carroll seconded the motion. Vote 4-0.

1. **Programs:**
2. Rent Collection – There are 2 tenants on repayment agreements. A third repayment agreement has been paid off.

1. Vacancies: There are 3 vacancies at Turnure Terrace – 40-3A, 40-5D, & 40-6D. Unit 40-3A was offered again and the applicant will be signing a lease on June 17th. Unit 40-6D has been offered and the applicant will be signing a lease on June 20th. There are 0 vacancies at the Curtis. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
2. Waitlist: 2438 Total Elderly/Handicapped, 7273 total Family

Elderly list – 1089 Elderly, 826 Handicapped

20 Local, 8 Veteran

Family list – 41 Local, 7 Veterans

4191 2-bedroom, 2446 3-bedroom

1. **Old Business**

a. Cable Contract

The director has reached out to the Housing Management Specialist regarding the

cable service at the LHA. Based on her guidance, the housing authority will be

cancelling cable for The Curtis and Turnure Terrace on September 1, 2024.

Spectrum has already been notified as have all of the tenants. Tenants who wish to

Continue having cable, will need to reach out to Spectrum to set up service. The

LHA along with the Resident Service Coordinator is prepared to help tenants with

this transition.

b. Laundry Facilities

After reaching out to the current laundry company, CSC Serviceworks and

gathering the necessary information, the director has opted to end our contract

with them. Upon requesting the cancellation, CSC has reached

out once via email, but has yet to follow through. The director

has been working with Automatic Laundry Services who will be the new

company. We are unsure of when this change will be taking place, however we

expect it to be by the end of the summer.

1. **New Business:** 
   1. Resident Services Coordinator Update:

Karen Lewis continues to come and help out the LHA on Thursdays

from 10 – 2. This past Tuesday, she organized a band to come and play

on the Curtis porch and picked up pizza at Big Y for the tenants to enjoy.

Those who attended said it was great and they enjoyed it.

b. FISH #152099 – Replace Siding and Selective Windows Turnure Terrace

The LHA received five general bids for FISH #152099 – Replace Siding

and Selective Windows Turnure Terrace. There were two low bidders,

Northeast Construction Inc. of Marlborough, MA and Larochelle Construction

of South Hadley, MA, each with the low general bid of $43,000.00. Architect

Mark Eichorn of Bradley Architects Inc. has worked with both companies on

numerous projects. Mark recommended foregoing the reference checks as

either company would be good to work with. The way to decide who the low

bidder is to flip a coin or engage in some other game of chance. The event

should be witnessed by more than one person. Both the low bidders need to

be invited to the event.

After multiple failed attempts at setting up a Teams and Zoom meeting, we

were able to reach out to the 2 contractors via facetime for the coin toss.

In order to break the tie, Director Cella flipped a coin with Heads

being Northeast Construction, Inc. and tales being Larochelle Construction.

This coin toss was witnessed by the LHA board, it was recorded and a

representative from both Northeast Construction Inc. and Larochelle

Construction was present via Facetime.

The result of the coin toss was heads, Northeast Construction, Inc.

Linda Carroll made a motion to approve Northeast Construction, Inc. as the

low bidder at $43,000.00 for FISH #152099 Replace Siding and Selective

Windows Turnure Terrace. Deb Prew seconded the

motion. Vote 4-0.

c. LTO Update

Upon reading the FY2024 budget guidelines and getting confirmation from our fee accountant, it has come to the attention of the Executive Director that the LHA is not allowed to give “laundry funds” of $100.00 per month to the LTO. Director Cella has reached out to the LTO regarding this change and has

asked the LTO to provide verbiage that we can give them a monthly amount.

8. **Executive Director’s Report**

a. Town of Lenox – None

b. Personnel – None

c. Public Hearing Notices

PHN 2024-07 – Promulgation of Amendments to 760 CMR 6.00

This PHN explains the amendments to 760 CMR 6.00. Some of the changes

include and updated heat deduction schedule, revised rent calculation

worksheet, revised continued occupancy form, some changes to rent

determinations, LTO funding and other changes to the lease. There are also

changes the definition of a PCA and a half-time student. These changes

became effective on June 7, 2024.

PHN 2024-08 – Amendments to State-Aided Public Housing Lease and Lease

Addendum

This PHN goes over the changes to the State-Aided Public housing lease and

lease addendum. The changes include updating the utilities section of the lease

to reflect the heat deduction schedule, updating the PCA section, updating the

appliance section to reflect the changes to the State Sanitary Code and

updating the language regarding overincome household exemptions.

1. **Adjournment:**  Motion was made by Deb Prew to adjourn, seconded by Linda Carroll. Vote 4-0.

Meeting adjourned at 5:50 p.m.

Next Meeting – July 9, 2024 at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director