

The **REGULAR** meeting of the LHA was held on Tuesday, May 17, 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,
C. Ramsey, member,
B. Heaphy, Executive Director, J. Mercer, Property Mgr.
Others Present- Tenants: R. Pelicotti,

Absent – none

- a. **Tenant Forum:** No requests
b. **Minutes:** Motion made by C. Ramsey, seconded by D. Prew to approve the minutes of the April meeting. All members vote in favor.
Curtis Commercial Space: Jim reported that the bids came in on the Commercial Bathroom. There were three bids and the low bid was Northeast Construction at \$28,950. Mark Eichorn from Bradley Architects checked all the references and they were all good. D. Prew made a motion to approve Northeast Construction from Marlboro, Ma as the low bid for the ADA bathroom in the Commercial office space. K. Graham seconded the motion. All members voted in favor.
c. **Accounts Payable:**
Barbara reported that as of March, 2022, 689 balance is \$98,358.98. 4001 balance is \$112,409.82. Commercial balance is \$121,824. Commercial savings is \$60,708.47.

Old Business:

Vacancies – Apartment in the Curtis was leased up May 15th. There are two vacant at the Curtis. One has been offered to an applicant. One vacancy at Turnure Terrace. New Kitchen cabinets ordered four on the ago just came in. Installation scheduled within next Two weeks.

Waitlists – **463** – elderly, **481** - elderly/handicapped: **10** local, **28** veterans, **2** local/veterans

3666 – families: **17** local 53 veterans, **1**local/veteran

2151 2br, **1176** 3br

All but one rents was paid in April. The other owes \$208 and is working on paying it off.

Building Property Maintenance –

Mike and Time have started mowing and doing spring cleanup at Turnure Terrace. They Have begun replacing window boxes at Turnure, doing the worst six this year and Worst six next year etc. K. Graham suggested contacting the high school wood shop teacher next year to have students build window boxes in class. Gutters have been cleaned out at Turnure. Mike and Barbara completed annual inspections at the Curtis.

Capital Projects Update:

25 West Street Kitchen and Bathroom Renovation

CVC Installations progress: Framing and installation have been inspected. Flooring Was finished on 5/10. It needs three days to cure. Contractor will be back to finish on 5/16.

The Curtis Window Trim Painting

O'Byrne Painting is doing an excellent job. Pat O'Byrne discusses any issues with Barbara and Anything unexpected, he does what he can to accommodate. His crew is hard working. They Haven't missed a day with the exception of two rainy ones. A very professional company doing Impeccable work.

New Commercial Bathroom

This project went out to bid. The work is estimated to cost \$21,840. Three bids came in. Northeast Construction was the low bid at \$28,950.

Regulatory Updates – none

Town of Lenox- none

Personnel Issues – Shannon and Barbara will be attending the Annual spring Housing Conference At Seacrest in Falmouth from 5/22-24th. It's an opportunity to learn what's current in Public Housing and an opportunity to network with other Executive Directors. Shannon will be Presented with a MA Public Housing Administrator Certificate at a luncheon for completing all of the required courses.

Public Housing Notices- DHCD just launched the ARPA Formula Funding Program which is Federal Aid through the American Rescue Plan Act. Housing Authorities were awarded \$85 million in FY22 That must be expended by the end of 2024. Lenox HA was awarded \$139,000. There will be a Session at the conference on how to apply for these funds.

New Business:

Language Access Plan – This policy is adopted and enforced to provide equal access to all of its Programs and services by all residents regardless of primary language spoken. Motion made by D. Prew, seconded by C. Ramsey to approve the Language Access Plan. All members voted in Favor.

LTO

Update - The Housing Authority gave the LTO a Check for \$660 to cover budget needs. The LTO Was offered office space in the Community building at Turnure Terrace. LTO accepted and asked For a lock on the door which was provided. Offered to install an outlet but told by B. Pelicotti it Wasn't necessary.

K. Graham mentioned concern about three tenants she'd spoken to that told her they were asked To join the LTO and asked for a \$10 donation in case an attorney was ever needed. B. Pelicotti Said the LTO did not ask for donations. Barbara will inquire about tenant donations and also Budget limitations. C. Ramsey also stated that LTO members did not ask tenants for donations.

Adjournment:

Motion made by K. Graham, seconded by D. Prew to adjourn at 5:12 p.m. All Members voted in favor.

Next meeting – June 14th at 4:30 p.m. at The Curtis

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director