The **Regular** meeting of the Lenox Housing Authority was held on Tuesday May 14, 2024, at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by chairman Carol Ramsey at ­­­­­­­­­­­­­­4:46 p.m.
2. Roll Call: **Present** – Carol Ramsey, Chairman

Deb Prew, Vice Chairman

Kim Graham, Treasurer

Linda Carroll, Member

Shannon Cella, Executive Director

Barbara Keenan, town resident

**Absent** – Jim Mercer, Commercial Property Manager

1. **Tenant Forum:** There were no LTO representatives at the meeting, however the director had met with Amy Judd and Ellen Jacobson earlier in the day and discussed the agenda items. It was explained that the items were more of a work order item than an agenda item. The director explained to the board that the potholes at Turnure Terrace had been filled in with the exception of the ones on town property. The washers and dryers have also been repaired.
2. **Minutes:**  Motion was made by Deb Prew to accept the April 9, 2024 board minutes as presented. Motion was seconded by Linda Carroll. Kim Graham abstained due to absence. Vote 3-0.
3. **Commercial Space:** After speaking with Jim Mercer earlier in the day, the director reported that all is going well with the commercial spaces. The new cleaners have come in and there have been nothing but positive comments on the cleaning of the commercial bathrooms and commercial space.
4. **Accounts Payable:**

a. As of January 31, 2024, 689 balance is $77,258.99. 400-1 balance which includes the commercial financial report is $150,053.74.

b. As of February 29, 2024, 689 balance is $81,682.95. 400-1 balance which includes the commercial financial report is $142,770.43.

c. As of March 31, 2024, 689 balance is $86,108.97. 400-1 balance which includes the commercial financial report is $142,527.53.

1. **Old Business:**
2. Rent Collection – There is 1 tenant on a repayment agreement. All other rents have been paid and are up to date.
3. Vacancies: There are 3 vacancies at Turnure Terrace – 40-3A, 40-5D, & 40-6D. Unit 40-3A was offered on 05/2/2024 and the applicant turned down the unit. It will be shown again later this week. 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.
4. Waitlist: 2397 Total Elderly/Handicapped, 7047 total Family

Elderly list – 1081 Elderly, 817 Handicapped

22 Local, 7 Veteran

Family list – 40 Local, 4 Veterans

4052 2-bedroom, 2367 3-bedroom

1. Town of Lenox: None
2. Personnel Issues: None
3. Public Housing Notices: PHN 2024-06 – Agreed Upon Procedures (AUP) Program: Pre-Qualified Certified Public Accounting (CPA) Firms: This PHN lists the 8 pre-qualified CPA firms to contract with Local Housing Authorities to perform the annual Agreed Upon Procedures (AUP) review of housing authority financial records for state-aided public housing programs.
4. **New Business:** 
   1. Resident Services Coordinator Update:

Karen Lewis has started to come to the LHA on Thursdays between 10-2 as interim RSC. She will be filling in for a few weeks until we figure out our next steps.

* 1. Electric Contract:

The LHA has signed a 3-year contract with Constellation Energy for a fixed, all-inclusive rate of $0.12820 per kWh. The director has been working with Mantis Innovation to secure the rate, which is 0.0318 more than the last contracted rate.

* 1. Cable:

The director is looking to getting rid of the bulk cable for the Curtis and Turnure Terrace. As of right now, we are charging the tenants $24.00 for the basic cable package which costs the LHA $36.63 per unit. The LHA is paying $18,627.12 per year out of pocket for the cable at the Curtis and Turnure Terrace. Eliminating the cable would mean that the tenants would have to reach out to Spectrum themselves to get their own cable, however EOHLC would like LHA’s to get rid of the bulk cable at the end of their contract.

* 1. Laundry:

After many maintenance problems, collection issues and increasing costs with CSC Serviceworks, Executive Director Cella has reached out to other laundry companies to replace CSC. The director has been talking with Automatic Laundry Services and is awaiting a quote from them.

* 1. Inspections:

The director, along with Mike and Tim did apartment inspections at the Curtis. The inspections were done a bit differently than in the past as we chose to do 1 floor a week so that Mike and Tim had time to complete the work orders for that floor before the next round of inspections. This way seemed to work pretty well for the maintenance staff.

* 1. Kim Graham inquired about tenants working out of their homes. The director stated that as far as she is aware, tenants are able to conduct business out of their apartments, but she will reach out to EOHLC to verify this information.
  2. Town Resident Barbara Keenan has agreed to join the LHA’s board of directors. Deb Prew will begin the process of becoming the State Appointee and once that is established, Barbara will join as a member.

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

Meeting adjourned at 5:38 p.m.

Next Meeting – June 11, 2024 at 4:45 p.m. at The Curtis, 6 Main Street

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director