

The **REGULAR** meeting of the LHA was held on Tuesday, November 16, 2021 at 4:30 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

The meeting was called to order by D. Kirby at 4:30 p.m.

1. Roll Call: Present D. Kirby, Chairman, D. Prew, Treasurer, C. Ramsey, member  
B. Heaphy, Executive Director,

Others Present- J. Mercer, Commercial Property Manager,

Tenants: S. May

Absent – K. Graham, Vice Chairman

a. **Tenant Forum:** No requests

b. **Minutes:** Motion made by D. Prew, seconded by C. Ramsey to approve the minutes of the October meeting. All members vote in favor.

**Curtis Commercial Space:** Jim reported that the Architect is having trouble completing The required DHCD paperwork to get started on the bathroom for the new tenants but He is learning.

d. **Accounts Payable:**

Barbara reported that as of September 30, 2021, 689 balance is \$97,047.60. 4001 balance is \$158,416.63. Commercial balance is \$121,504.74. Commercial savings is \$60,632.94

**Old Business:**

Vacancies – There are five vacancies at Turnure Terrace including one that just became vacant. There are two vacancies at the Curtis.

Waitlists – **397** – elderly, **392**- elderly/handicapped: 4 local, 27 veterans, 2 local/veterans

**3001** – families: 15 local, 46 veterans

All but two rents were paid in September. One tenant owes \$299 and has entered into a repayment agreement. The other owes \$378 and is working on paying it off as well.

Building Property Maintenance – Capital Projects update:

**The Curtis Window Trim Painting** – The kick off meeting was held on Thursday, 11/4 with O’Byrne Painting from Wayland. He will be starting in the Spring.

**25 West Street Kitchen and Bathroom Renovation-** After the Board voted to reject the First bid, the project was rebid and two bids came in even higher. Baskin Builders from Munson bid \$96,535 and Paxor Construction from Merrimack, NH bid \$99,348. The Budget amount is \$45,590. Roy Brown, Architect and Hugh MacKay, Project Manager Recommend the board vote to reject these bids and re-bid the project. The job scope is Being reviewed by Hugh and Phaldie from RCAT. Motion made by D. Prew, seconded by C. Ramsey to reject these two bids on the 689 Kitchen/bath renovation. All members Voted in favor.

Regulatory Updates- none

Town of Lenox – The Lenox Council on Aging is providing Thanksgiving meals to Lenox and Lenoxdale seniors at no charge. They are working with the Housing Authority as well and will Deliver meals to each property. We are keeping a list of interested tenants. So far, we have Around 12.

Personnel Issues – none

Public Housing Notices- PHN 2021 -21: Template Language Access Plan – Requires LHA's  
To adopt and enforce a Language Access Plan. DHCD will assist LHAs in assessing the prevalence  
Of languages spoken in geographic areas.

**New Business:**

Contract for Financial Assistance (CFA) – The CFA has been amended from \$2,661,078.25 to  
\$2,761,078.25 due to the \$1000,000 award for indoor air quality sustainability initiative. Motion  
Made by C. Ramsey, seconded by D. Prew to approve the amended CFA contract. All members  
Voted in favor.

**Year End Certifications –**

Certificate of Compliance with notification procedures for the Lead Paint Laws. Motion made by  
C. Ramsey to accept the Certificate of Compliance with notification procedures for Federal and  
State paint laws to the best of their knowledge. D. Prew seconded the motion. All members  
Voted in favor.

D. Prew made a motion to accept both the Certification of top 5 Compensation form and the  
Certification of Year End Financial Statements and Tenants account receivable data. C. Ramsey  
Seconded the motion. All members voted in favor.

Tenant recumbent bike request – Tenant asked if she could buy a recumbent bike and keep it in  
The Community Room. She would have a sign -up sheet and forms for tenants to sign if they  
Wanted to use it. The board agreed that it is an insurance and liability issue having exercise  
Equipment in the Community Room. Motion made by D. Prew to deny the placement of an  
Exercise bike in the Community Room. C. Ramsey seconded the motion. All members voted in  
Favor.

**Adjournment:**

Motion made by D. Prew, seconded by C. Ramsey to adjourn at 5:07 p.m. All  
Members voted in favor.

Next meeting – December 16, 2021 at the Curtis

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director