The **Regular** meeting of the Lenox Housing Authority was held on Tuesday February 18, at 4:45 p.m. at The Curtis, 6 Main Street

1. The meeting was called to order by Vice Chairman, Deb Prew at 4:49 p.m.
2. Roll Call: **Present** – Deb Prew, Vice Chairman

Kim Graham, Treasurer

Linda Carroll, Member

Shannon Cella, Executive Director

Barbara Keenan, Town Resident

Ellen Jacobson, LTO President

**Absent** – Carol Ramsey, Chairman

Jim Mercer, Commercial Property Manager

1. **Tenant Forum:** The LTO has presented their budget to the LHA for review. There was much discussion and questions. The director will be looking into what the budget request entails and reaching out to the accountant and Mass Union for guidance.
2. **Minutes:**

a. Motion was made by Kim Graham to accept the regular board minutes of January 15,

2025 as presented. Motion was seconded by Linda Carroll. Vote 3-0.

1. **Commercial Space:** Jim Mercer was unable to attend the meeting. All is going well on the

commercial side of things and he will be reaching out to Apella and the Pharmacy regarding

their lease renewals.

1. **Accounts Payable:**

a. Monthly Balance Sheets as of December 31, 2024

689 balance is $74,929.46. 400-1 balance which includes the commercial

financial report is $200,463.43.

b. Quarterly Operating Statements as of December 31, 2024

The director presented the Quarterly Operating Statements as of December 31, 2024 for

review.

A motion to accept the Quarterly Operating Statements as of December 31, 2024 was

made by member Deb Prew. The motion was seconded by member Kim Graham.

Vote 3-0.

**5. Programs:**

1. Rent Collection – There are 3 tenants on repayment agreements with money being collected each month from all individuals. There is one tenant who is currently in a nursing home and we are working with her lawyer to collect rent.
2. Vacancies: There is 1 vacancy at Turnure Terrace - 40-5D. There are 3 vacancies at the Curtis, #403, #415 and #408. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
3. Waitlist: 2962 Total Elderly/Handicapped, 8976 total Family

Elderly list – 1373 Elderly, 960 Handicapped

3 local/veteran, 14 Local, 54 Veteran

Family list – 2 local/veteran, 36 Local, 47 Veteran

5193 2-bedroom, 2954 3-bedroom

**6**. **Old Business:**

a. Automatic Door Openers

The director reached out to Dalton Housing Authority to request information regarding the

automatic door openers at their facility. The director discussed the different options that

Dalton Housing Authority has and has put in a request to New England Door Closers, Inc.

for more information.

**7. New Business:**

a. Accounting Contract with Fenton, Ewald & Associates, P.C.

The FY2025 contract for Fenton, Ewald & Associates, P.C. is up for renewal for the period of

October 1, 2024 through September 30, 2025. There is a $52.00 increase from last FY.

Linda Carroll made a motion to approve the FY2025 contract renewal for Fenton, Ewald &

Associates, P.C. Kim Graham seconded the motion. Vote 3-0.

b. Performance Management Review

On February 5, 2025 the LHA had their annual Performance Management Review

(PMR) for the FY 2024. As this was a published year, the PMR was conducted in person with

representatives from EOHLC. The desk audit had no findings and only 1 operational

guidance related to Board Member Training. This was due to complications with the

board member training website. The CHAMP section of the PMR had no findings and no

operational guidance. The Physical Condition Report had no findings and some operational

guidance which will be put into place going forward.

**8. Executive Director’s Report**

a. Town of Lenox – Nothing to Report

b. Personnel – Maintenance has had a busy winter with the snow and ice. They have been

working overtime and coming in to keep the driveways and sidewalks clear for tenants. We

are very lucky to have an amazing maintenance staff.

c. Public Hearing Notices

PHN 2025 -01 – Vacant Unit Turnover Task Force

PHN 2025 – 02 – Comprehensive Modernization NOFA

**9. Any topic the Chairperson could not reasonably anticipate:** The director met with a representative

from Cintas regarding floor mats/carpets at both the Curtis and Turnure Terrace. This is something

that the director is interested in to prevent slippery floors and to preserve the wood floors at the

Curtis.

The director shared with the board some of the comments from a survey done by Acumen Marketing

Research a few months ago. This survey was conducted with older residents at 11 different properties

in Western MA as well as a summary of the focus group sessions that were conducted with respective

Property Managers and RSCs.

**10. Adjournment:**  Motion was made by Deb Prew to adjourn, seconded by Kim Graham.

Vote 3-0.

Meeting adjourned at 5:50 p.m.

Next Meeting – Tuesday, March 11, 2025 at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director