The **Regular** meeting of the Lenox Housing Authority was held on Wednesday January 15, 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 4:45 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

Jim Mercer, Commercial Property Manager

**Absent** – None

1. **Tenant Forum:** Due to illness, no one from the LTO was available. The director passed out the 2024 Participation Funds report provided by the LTO president. The board will be able to review the report for next month’s meeting.
2. **Minutes:**

a. Motion was made by Kim Graham to accept the regular board minutes of December 11,

2024 as presented. Motion was seconded by Deb Prew. Vote 4-0.

1. **Commercial Space:** Jim Mercer reported that all is quiet and going well with the commercial businesses. He also let us know that both Apella and the Pharmacy’s leases are up for renewal this year.
2. **Accounts Payable:**

a. Monthly Balance Sheets as of November 30, 2024

689 balance is $101,509.89. 400-1 balance which includes the commercial

financial report is $170,757.91.

**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, #318 and #415. #318 and #415 are almost complete and we are working with an applicant for one and there will be an administrative transfer for the other. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
3. Waitlist: 2890 Total Elderly/Handicapped, 8763 total Family

Elderly list – 1335 Elderly, 937 Handicapped

3 local/veteran, 14 Local, 55 Veteran

Family list – 2 local/veteran, 35 Local, 46 Veteran

5055 2-bedroom, 2901 3-bedroom

**6**. **Old Business:** The director let the board know that she has sent an invoice to CSC Serviceworks for the storage of their washers and dryers at the LHA. Our contract with CSC Serviceworks ended in September 2024 and the LHA is still storing 14 of their washers and dryers in our maintenance areas. After consulting with our lawyer, it was advised to send them a storage fee invoice at $50.00 per machine per month until they are picked up.

**7. New Business:** The Executive Director and head of maintenance met with Chris Melski from BCARC for the annual inspections of both handicapped houses. The inspections went well overall with a few minor things that will be addressed.

**8. Executive Director’s Report**

a. Town of Lenox – Nothing to Report

b. Personnel – Tim is still slowly getting back into the swing of things. He has been helping out

with office/computer work and we should be seeing him back to his regular hours in the

next month or so.

c. Public Hearing Notices

PHN 2024 -24 – Recent Legislation: easier Internet Installation for LHAs

PHN 2024 – 25 – Guidance Related to Local Tenant Organizations (LTOs) and Tenant

Participation Under 760 CMR 6.09

**9. Any topic the Chairperson could not reasonably anticipate:** There was conversation on automatic door openers for the Curtis. The director will be contacting other housing authorities and companies to get more information and pricing for 3 doors at the Curtis and 2 doors at Turnure Terrace with keys and key fobs.

**10. Adjournment:**  Motion was made by Linda Carroll to adjourn, seconded by Deb Prew.

Vote 4-0.

Meeting adjourned at 5:30 p.m.

Next Meeting – Tuesday, February 18, 2025 at 4:45 p.m. at The Curtis, 6 Main St.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director