The **Regular** meeting of the Lenox Housing Authority was held on Tuesday August 13, 2024, at 4:45 p.m. at The Curtis, 6 Main Street.

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

Jim Mercer, Commercial Property Manager

Barbara Keenan, Town Resident

Ellen Jacobson, Tenant

**Absent** – None

1. **Tenant Forum:** There were no requests.
2. **Minutes:**

a. Motion was made by Deb Prew to accept the regular July 9, 2024 board minutes as

presented. Motion was seconded by Linda Carroll. Vote 4-0.

b. Deb Prew made a motion to accept the special meeting minutes of July 25, 2024 as

presented. Linda Carroll seconded the motion. Kim Graham abstained due to absence.

Vote 3-0.

1. **Commercial Space:** Jim Mercer reported to the board that Scott Dinan of the Lenox Group is starting the process of retiring and is turning the remainder of his lease over to Loring Advisory Group. The lease will be up for renewal with Loring Advisory Group in March 2026. We wish Mr. Dinan well! Jim has also been trying to get in touch with a mason to repoint the bricks and repair the marble on the steps. The previous contractor he reached out to, is not able to do the work, so he is back to the beginning. Linda Carroll made a comment on how good the new cleaners are. There have been no complaints, only compliments on the company.
2. **Accounts Payable:**

a. Accounts payable as of June 30, 2024

689 balance is $79,385.24. 400-1 balance which includes the commercial

financial report is $95,471.48.

b. Quarterly Operating Statements and Modernization Cost Reports for June 30, 2024

were presented to the board.

Linda Carroll made a motion to approve the Quarterly Operating Statements and

Modernization Cost Reports for June 30, 2024 as presented. Deb Prew seconded

the motion. Vote 4-0.

1. **Programs:**
2. Rent Collection – There are 3 tenants on repayment agreements. All other rents are paid.
3. Vacancies: There is 1 vacancy at Turnure Terrace - 40-5D. One tenant at Turnure Terrace has given a 30-day notice as well. There are 2 vacancies at the Curtis, #418 which is a paint and clean turnover & #212, which is a wheelchair accessible unit that needs some work done. 13 Church Street still has a vacant 2-bedroom, wheelchair accessible family unit which is waiting on the bathroom rehab.
4. Waitlist: 2571 Total Elderly/Handicapped, 7756 total Family

Elderly list – 1157 Elderly, 854 Handicapped

20 Local, 11 Veteran

Family list – 43 Local, 8 Veterans

4503 2-bedroom, 2561 3-bedroom

1. **Old Business:**

a. Garbage Chute at The Curtis

The director reported to the board that the garbage chute at the Curtis is permanently

closed down. After shutting the garbage chute last month, the LHA reached out to the

Board of Health for suggestions on the best way to approach the garbage situation. We

explained the current system and the problems we have been facing with the garbage

chutes and the trash compactor. After speaking with them, it was apparent that the only

option was to completely shut down the chutes and to continue using the totes out

behind the building for tenants to take out their garbage and recycling.

b. Laundry Services

Both washing machines at the Curtis have been down for quite some time. One machine

has been down over a month as they were waiting on parts. Director Cella has called CSC

Serviceworks numerous times, put in multiple work orders and have reached out via

email to try and rectify the situation with no success. They will not answer the phones or

respond to the service requests. Our contract with CSC Serviceworks will end 09/16/2024.

Director Cella has been working with a new company, Automatic Laundry Services, on a

new contract and new machines. Once all contracts are finalized, the new machines will

be ordered and should be up and running in October. After reviewing our current

contract, financially, it would make more sense to give the 4 family tenants who use the

machines keys to the Curtis community room to use theirs. The new machines will be a

card only system, however we will have a machine in both of the Curtis and Turnure

Terrace community rooms that will accept cash and put it on a card for use.

c. Cable Contract

As we are getting near the end of our cable contract with Spectrum, the LHA has been

working with tenants and Spectrum to try and make the change seamlessly. The LHA put

in a de-bulk request for September 1, 2024, however it seems that the transition will not

take place until October 3, 2024. Once we have final confirmation, we will be able to help

any residents that would like it.

1. **New Business:**

a. Resident Services Coordinator Update

Karen Lewis, the LHA’s RSC continues to work with the tenants on Thursdays. Her hours are

on Thursdays from 10 am – 2 pm in the Curtis community room.

b. Administrative Assistant Position

Barbara Heaphy gave her notice to the director. Her last day of work will be on September

27, 2024. Upon receiving this information, the ad for the administrative assistant/tenant

selection coordinator was posted on the website and in both community rooms. One (1)

person applied for the position, Deborah Pedercini, Executive Director of Lee Housing

Authority has all of required experience for the position. Ms. Pedercini was offered the

position and her start date will be August 26, 2024. The 2 administrative assistants will

overlap for a few weeks, with Barbara covering the office while the director is at the

annual conference.

c. FISH #152099 – Replace Wood Siding and Selective Windows – Turnure Terrace Update

The siding on the back side of the 40-2 building and the 40-4 buildings will be getting

replaced with the work scheduled to begin on August 15, 2024. The completion date for

this project is October 15, 2024.

d. New Garbage Policy

After changing the garbage procedure at Turnure Terrace and the Curtis, the director

presented a new garbage policy for the board review. It includes the new directions on

the garbage procedure for The Curtis, Turnure Terrace and 11/13 Church Street.

After reviewing the new policy, it was decided to postpone its approval until next

meeting so all members have a chance to review the policy.

8. **Executive Director’s Report**

a. Town of Lenox – On Friday, August 16, 2024, the annual Garden and Flower Show put on

by the Lenox Historical Society and Academy Garden Club of Lenox will be held on the

front porch of the Curtis.

b. Personnel – Tim will need to take some time off to recover from surgery. Although that

will make more work for Mike, we do not anticipate any problems.

c. Public Hearing Notices

PHN 2024-11 – Replacement Policy for Fossil-Fuel Fired Equipment

This PHN is providing guidance to LHA’s with respect to the phaseout of fossil

fuel-fired equipment in state-aided public housing developments. EOHLC capital

funding will no longer fund, with some exceptions, replacement of fossil-fuel fired

equipment in state-aided public housing. This moratorium in effect for projects created

after July 25, 2024, with review of in-process projects.

PHN 2024-12 – Cyber Security Alert: Protecting your LHA from Active Threat of Cyber

Criminals

LHA’s are increasingly vulnerable to cyber-attack targeting the LHA’s funds, impersonating

the LHA for fraudulent purposes, or even holding the information in the LHAs computer

systems for ransom. Multiple LHAs have been hit by multiple cyber-attacks in recent

weeks. This PHN explains ways that LHAs can protect themselves and it also gives some

useful references.

**9. Adjournment:**  Motion was made by Kim Graham to adjourn, seconded by Linda Carroll. Vote 4-0.

Meeting adjourned at 5:21 p.m.

Next Meeting – September 17, 2024 at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director