The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, May 9, 2023, at 4:30 p.m. at Turnure Terrace, 36 Old Stockbridge Road

1. The meeting was called to order by Chairperson D. Prew at 4:36 p.m.
2. Roll Call: **Present –** Deb Prew, Chairman, Kim Graham, Vice Chair, Carol Ramsey,

Treasurer, Diana Kirby, Member, Shannon Cella, Executive

James Mercer, Commercial Property Manager,

Tenants: Amy Judd, Robert Pelliciotti, Trilby Miller

**Absent –** None

1. **Minutes:**  Carol Ramsey made a motion to approve the minutes of the regular board meeting on April 11, 2023 as presented. Motion seconded by Kim Graham. Vote 4-0.
2. **Commercial Space:** Jim Mercer reported that everything is going well with the Commercial Spaces. The Lenox Group Tenants love the new bathroom and kitchen area. Jim also reported that he has approached Joe from the Pharmacy regarding the sign for the pharmacy. It is in really rough shape and needs to be replaced. Jim also mentioned touching up the Curtis Shops sign between the doors on the Walker Street side of the building. We will look into having it refinished.
3. **Accounts Payable:** As of March 2023, 689 balance is $118,546.44. 400-1 balance is $37,322.66. Commercial balance as of March 2023 is $82,747.07. Commercial Savings statement as of March 2023 is $60,860.23.
4. **Old Business:**
5. Vacancies: There are 3 vacancies at Turnure Terrace – 40-1B, 32-3A & 32-4. We have been working on handicapped lists for these units so we can meet our handicap quota of 13.5%.
6. Waitlist: 1802 Total Elderly/Handicapped, 4739 total Family

Elderly list – 766 Elderly, 640 Handicapped

24 Local, 56 Veterans, 2 local/vet

Family list – 27 Local, 74 Veteran, 2 Local/Vet

2749 2br, 1567 3br

1. Rent Collection: All rents have been paid.
2. Building Property Maintenance: Mike and Tim have been working in the vacant apartments trying to get them ready to rent. They have also started mowing lawns and doing the outdoor work at both properties. They are also helping with inspections at the Curtis during the 2nd week of May.
3. Town of Lenox: Deb Cote came into the office and asked if the Academy Garden Club could host their annual flower show on the porch of the Curtis again this year. They had a great turnout last year and the tenants also seemed to enjoy it. The date is Saturday August 12, 2023. The Executive Director thought it was a great idea to do it again, and agreed that they could do it on the Curtis Porch.
4. Personnel Issues: Shannon will be going on vacation from May 18th – 28th. Former Director Barbara Heaphy has offered to come in to the office in the afternoons to answer phones and help out so that there will be someone in the office during the regular hours.
5. Public Housing Notices: PHN 2023-05- New Inspector General Guidance Regarding Fiscal Responsibilities of LHA Board Member.

This PHN brought up discussion of the LHA’s policies. The Director said that going through the policies is one of the tasks that she would like to work on. There are many outdated policies and also some new ones that should be added in.

DHCD Notice – Changes to the MA State Sanitary Code – This now states that you do not need a licensed exterminator to inspect vacancies for pest activity. You are able to use maintenance. The board made the recommendation that we use the licensed exterminator.

1. **New Business:** 
   1. Certificate of Substantial Completion – FISH #152102 – Partial Roof Replacement – Curtis.

Kim Graham made a motion to approve the Certificate of Substantial Completion – FISH #152102 – Partial Roof Replacement – Curtis. Diana Kirby seconded the motion. Vote 4-0.

* 1. Certificate of Final Completion – FISH #152102 – Partial Roof Replacement – Curtis.

Kim graham made a motion to approve the Certificate of Final Completion – FISH #152102 – Partial Roof Replacement – Curtis. The motion was seconded by Diana Kirby. Vote 4-0.

* 1. FY 2022 Agreed Upon Procedures (AUP)

The FY 2022 Agreed Upon Procedures (AUP) for the year ending 09/30/2022 was done by Lisa Fallon, CPA, P.C. on April 25, 2023. There were no findings, reports were all good. There were a few things that need to be changed for the new year. One was to have the board member initial a check register each week when they sign the checks. The second was to have a weekly time sheet instead of a monthly one that breaks down the earned time weekly.

* 1. The Executive Director would like to put together a policy regarding soliciting and politics for the Housing Authority. During a recent election, the tenants of the Curtis all had a candidates postcard taped to their doors. Some of the tenants were very unhappy about that. No one is able to put any type of political signs on the Curtis property outside, so we would like verification on the rules inside of the building. The Director has made a call to DHCD and is awaiting guidance on this issue. The Director will be reaching out to other Housing Authorities to see if any of them have either a solicitation policy or a political policy.
  2. Just before adjourning the meeting, tenant Trilby Miller asked to speak. She wanted to say that she was very happy with the new Director and that she would like to Welcome Shannon Cella and let everyone know that the tenants are very happy she is here.

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

Meeting adjourned at 5:03 p.m.

Next Meeting: June 13, 2023 at 4:30 p.m. at The Curtis

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director