

The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, November 14, 2023, at 4:45 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

- A. The meeting was called to order by Chairman Carol Ramsey at 4:45 p.m.
- B. Roll Call: **Present** - Carol Ramsey, Chairman, Kim Graham, Treasurer
Linda, Carroll, member, Shannon Cella, Executive Director,
Jim Mercer, Commercial Property Manager, Sue Honeycutt,
Fee Accountant, Tenants: Ellen Jacobson, Diane Sheldon

Absent – Deb Prew, Vice Chairman

- 1. **Tenant Forum** – None
- 2. **Minutes:** Kim Graham made a motion to accept the minutes of the regular board meeting on October 10, 2023 as presented. Motion seconded by Carol Ramsey. Vote 3-0.
- 3. **Commercial Space:** Jim Mercer reported that everything is going well. He has a mason to repair the front steps and railing on the Curtis porch near the Lenox Group and tenant entrance. The handrails on the handicapped ramp in front of the Curtis are corroded and breaking apart. This will be a capital project and Jim has reached out to RCAT Hugh Mackey for guidance.
- 4. **Accounts Payable:**
 - a. As of September 30, 2023, 689 balance is \$115,375.64. 400-1 balance is \$44,506.63. Commercial balance as of September 30, 2023 is \$70,550.85. Commercial Savings statement as of September 30, 2023 is \$60,936.06.
 - b. The Year End Quarterly Operating Statements and Modernization Cost Reports as of September 30, 2023

Sue Honeycutt from Fenton, Ewald & Associates presented the Year End Quarterly Operating Statements and Modernization Cost Reports to the board for approval.

Kim Graham made a motion to accept the Year End Quarterly Operating Statements and Modernization Cost Reports as of September 30, 2023 for the 400-1 and 689 programs. Motion was seconded by Linda Carroll. Vote 3-0.

- c. Year End Financial Statements Certifications, Certification of Top 5 Compensation Form.

The Year End Financial Statements Certification which has been signed by the Director and Fee Account along with the Top 5 Compensation Form has been presented to the board for approval.

Motion was made by Kim Graham to accept the Year End Financial Statements Certification and Certification of Top 5 Compensation Form. Motion was seconded by Linda Carroll. Vote 3-0.

- d. Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

This annual certification form states that the Lenox Housing Authority is compliant with the Notification Procedures for Federal and State Lead Paint Laws for FY 2023. Signatures required for all board members.

Motion to approve the FY 2023 Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws was made by Kim Graham. Motion seconded by Linda Carroll. Vote 3-0.

5. FY 2024 Budget presented by Sue Honeycutt, Fenton, Ewald and Associates:

Sue Honeycutt presented the FY 2024 budget to the board. Vote on the FY24 budget has been tabled until the next meeting so the board can review the budget sheets.

6. Old Business:

- a. Rent Collection – There are 2 tenants on repayment agreements. There are also 2 tenants who owe money, with one trying to get his out of a trust and is running into problems. The other one has been contacted and we will be meeting soon to discuss this.
- b. Vacancies: There are 5 vacancies at Turnure Terrace –32-4A, 32-6A, 40-4A, 40-5D & 40-6B, one of which is a capital project and one which is being offered tomorrow. The Curtis has 0 vacancies. 13 Church Street has a 2-bedroom family unit vacant which the bathroom is part of a capital project, so it will take some time to complete.
- c. Waitlist: 2001 Total Elderly/Handicapped, 5893 total Family
Elderly list – 914 Elderly, 685 Handicapped
13 Local, 1 Veteran
Family list – 35 Local, 0 Veterans

3397 2-bedroom, 2009 3-bedroom

- d. Town of Lenox: The Lenox Housing Authority participated in the town's annual Trunk or Treat on October 27th. The Curtis porch was decorated for the event with different lights, a dancing skeleton, carved pumpkins, ghosts, etc. Mike & Tim did a great job with the decorations. We had tenants from both the Curtis and Turnure Terrace come up and hand out candy. Some tenants were even dressed up. It was a fun evening had by all. We are already looking forward to next year!
- e. Personnel Issues: Barbara Heaphy has been slowly coming back working 2 days a week. The ED, Mike and Tim did inspections at Turnure Terrace at the end of October, beginning of November. There were quite a few work orders generated that Mike and Tim are working on daily. They continue to be a huge asset to the LHA.
- f. Public Housing Notices: PHN 2023-18 – Notice of Funding Availability (NOFA) for Resident Service Coordinators. For LHAs previously awarded an RSC grant, EOHLC will increase the total grant award value by \$10,000 each year for approximately 5 years (FY24 through FY28). Total of approximately \$70,000 annually for Great Barrington, Lee, Lenox and Stockbridge whom we have a regional grant with.

PHN 2023-19 – Public Housing Innovations 2024 Notice of Funding Availability
This Public Housing Innovations Notice of Funding Availability offers an updated program for LHAs to request funds for the transformation of state-aided public housing developments.

PHN 2023-20 – Request for Information. This RFI is to identify and pre-qualify accounting firms with auditing experience to review LHA financial records pursuant to the EOHLC Agreed Upon Procedures program.

7. New Business:

- a. The RSC has a holiday luncheon scheduled on December 12th with Karen Tchougourian playing the piano along with a raffle with many donated items from local businesses.
- b. Additional Funding is available for the Resident Service Coordinator as described in PHN 2023-18 – Notice of Funding Availability (NOFA) for Resident Service Coordinators. This would increase the total award by \$10,000 a year to \$70,000 a year. We would be able to increase the current RSC's hours and tenant activities.
Linda Carroll made a motion to support the increase in funding for the Resident Service Coordinator. Motion was seconded by Kim Graham.

Vote 3-0.

- c. The board would like a monthly report from the LTO on how the program is working, the active participation, use of the office and use funds. We would also like to hear about the good things that the LTO is doing as well. The director will send a formal request to the LTO president for this information.

8. **Adjournment:** Motion was made by Linda Carroll to adjourn, seconded by Kim Graham. Vote 3-0

Meeting adjourned at 5:55 p.m.

Next Meeting – December 12 at 4:45 p.m. at The Curtis.

Respectfully Submitted,

Shannon Cella
Secretary/Executive Director