The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, February 13, 2023, at 4:30 p.m. at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by Chairman D. Prew at 4:43 p.m.
2. Roll Call**: Present** – Deb Prew, Chairman, Kim Graham, Vice Chair, Carol Ramsey,

 Treasurer, Shannon Cella, Executive Director, Amy Judd, LTO President,

 Robert Pelliciotti, Tenant, Diane Sheldon, Tenant, Bina Armstrong,

 Tenant, Tara Rahkola, Tenant, Angela Burke, Tenant

**Absent** - Diana Kirby, Member, James Mercer, Commercial Property

 Manager

1. **Tenant Forum:** LTO President Amy Judd had questions regarding the new garbage dumpster at Turnure Terrace. Some tenants have problems walking to the community room with their garbage and they have a hard time putting the garbage into the dumpster. Amy J. inquired about electronic handicapped doors for the back door at the Curtis. Through experience in Lee, the doors have to be unlocked for them to work and that would make the building accessible to anyone with no security. She was going to pass the information along to the tenants who have asked her. There were questions on the Wi-Fi at the Curtis and Turnure Terrace. Shannon stated that Tim Wilson has been looking into it and that the costs have been high, so they are looking at a different approach. This should be figured out by the next board meeting. Tenant Diane Sheldon mentioned that Turnure Terrace was without hot water for 6 days a few weeks ago, which maintenance was aware of from the 1st day and they had Pittsfield Pipers working on it continuously until the situation was rectified. Amy Judd asked about the recent lack of heat and hot water at the Curtis. Pittsfield Pipers came in on Sunday and had the heat and hot water up and going within 6 hours.
2. **Minutes:** Motion made by Carol Ramsey to approve the minutes of January 10, 2023 regular board meeting as presented. Motion seconded by Kim Graham. Vote 3-0.
3. **Commercial Space:** Shannon reported that the commercial bathroom is almost finished, the floor needed to be done and hopefully it should be up and gong in the next couple of weeks.
4. **Accounts Payable:** As of December 2022, 689 balance is $106,675.15. 400-1 balance is $30,640.69. Commercial Balance as of December 2022 is $147,765.33. Commercial Savings statement as of December 2022 is $60,822.36.
5. **Old Business:**
6. Vacancies: There are two vacancies at the Curtis 208 & 210. There are two vacancies at Turnure Terrace 40-4D & 40-1B. 210 will be a transfer from Turnure Terrace and we are waiting on final paperwork from applicants for 3 other units. The family unit that was vacant was rented out on January 15.
7. Waitlists: 1326 total elderly/handicapped. 4797 total family.

Elderly/Handicapped list – 707 Elderly, 619 Handicapped

 25 Local, 47 Veterans, 2 Local/Veterans

Family list – 2772 2-bedroom, 1552 3-bedroom

 25 Local, 81 Veterans, 2 Local/Veterans

1. Rent Collection: All but two rents were paid in January. One tenant owes $37.00 and is on a repayment plan. One tenant owes $258.00 has gotten his last notification before they receive a 30-day Notice to Quit
2. Building Property Maintenance: Mike and Tim continue to keep up with the day-to-day work orders and apartment turnovers. Multiple vacant units have kept them very busy the past few weeks, along with multiple work orders. No heat or hot water in the Curtis last Sunday, but Mike had Pittsfield Pipers here and the heat back on within 6 hours as they had to rebuild a mixing valve.

**Partial Roof Replacement at The Curtis** – The shingles have been ordered and should begin in about 3-4 weeks. This project will begin in the Spring.

**Bathroom Fan Installation at Turnure Terrace – FISH # 152100 –** A walk through for the punch list will be done this Thursday for the fans and the project should be finished soon.

1. Town of Lenox: None
2. Personnel Issues: Sharon Faber started her position as the administrative assistant on Monday February 6. She is in the office Monday, Tuesday, Thursday and Fridays from 8:30 – 1:00. She is working out very well and has caught onto the computer work very quickly. She is able to do work orders, deposits and rent collection on her own. She also seems to be very good with the tenants she has encountered so far.

After posting the position for maintenance at the Town Hall, The Town’s website, LHA’s website and both community rooms, Tim Wilson was the only applicant. He was officially hired as an employee of the Lenox Housing Authority and started on the payroll February 6, 2023. At 20 hours a week he is eligible for benefits, but he does not need them. His rate per Department of Labor Laws is $23.81 per hour. His hours may fluctuate as needed.

1. Public Housing Notices: PHN 2023-01 Guidance Related to Animals in State-Aided Public Housing. This explained the difference between pets, Service Animals and Assistance Animals.
2. **New Business:**
3. Amendment to Garbage Policy at Turnure Terrace: Shannon presented the amended garbage policy for Turnure Terrace. It states that tenants are responsible for bringing their garbage to the new dumpster in front of the community room garage. Many ideas were passed around the table, including a looking into a new company, or hiring someone to pick up the garbage. This Amendment has been tabled until next month while Shannon contacts Casella to try and obtain a different type of dumpster.
4. Certificate of Substantial Completion – FISH # 152092 – Turnure Terrace Exterior Door Replacement: Carol Ramsey made a motion to approve the Certificate of Substantial Completion – FISH #152092 for the Exterior Door Replacement at Turnure Terrace. Motion was seconded by Deb Prew. Vote 3-0.
5. Certificate of Final Completion – FISH #152092 – Turnure Terrace Exterior Door Replacement: Motion was made by Deb Prew to approve the Certificate of Final Completion – FISH #152092 – Turnure Terrace Exterior Door Replacement. Kim Graham seconded the motion. Vote 3-0.
6. Small Project Requisition Form – FISH # 152092 – Turnure Terrace Exterior Door Replacement: Deb Prew made a motion to approve the Small Project Requisition Form – FISH #152092 – Turnure Terrace Exterior Door Replacement and pay the 5% retainer to Larochelle Construction. Carol Ramsey seconded the motion. Vote 3-0.
7. Application and Certificate for Payment – FISH #152100 – Bathroom Vent Fans at Turnure Terrace: Motion was made by Kim Graham to approve the Application and Certificate for Payment – FISH #152100 – Bathroom Vent Fans at Turnure Terrace in the amount of $105,057.65 to Pittsfield Pipers. Motion was seconded by Deb Prew. Vote 3-0.
8. Tenant Write Offs: Shannon requested that two former tenant balances be written off. The first one is Eugene Chague who passed away with a $265.00 balance. The other was a family tenant Emily Gennari who moved out owing $202.00. Deb Prew made a motion for the housing authority to write off the two tenant balances in the amount of $467.00. Carol Ramsey seconded the motion. Vote 3-0.
9. **Adjournment:** Motion made by Kim Graham to adjourn, seconded by Deb Prew to adjourn at 5:18 p.m. Vote 3-0

Next Meeting: March 14, 2023 at 4:30 p.m. at The Curtis

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director