The **REGULAR** meetingof the LHA was held on Tuesday, May 17, 2022 at 4:30 p.m.

The meeting was called to order by D. Kirby at 4:30 p.m.

1. Roll Call: Present D. Kirby, Chairman, K. Graham, Vice Chairman, D. Prew,

 C. Ramsey, member,

 B. Heaphy, Executive Director, J. Mercer, Property Mgr.

 Others Present- Tenants: R. Pelicotti,

 Absent – none

 **a. Tenant Forum:** No requests

 b. **Minutes:** Motion made by C. Ramsey, seconded by D. Prew to approve the

 minutes of the April meeting. All members vote in favor.

 **Curtis Commercial Space:** Jim reported that the bids came in on the Commercial

 Bathroom. There were three bids and the low bid was Northeast Construction at

 $28,950. Mark Eichorn from Bradley Architects checked all the references and they

 Were all good. D. Prew made a motion to approve Northeast Construction from

 Marlboro, Ma as the low bid for the ADA bathroom in the Commercial office space.

 K. Graham seconded the motion. All members voted in favor.

 **c. Accounts Payable:**

Barbara reported that as of March, 2022, 689 balance is $98,358.98. 4001 balance is $112,409.82. Commercial balance is $121,824. Commercial savings is $60,708.47.

 **Old Business:**

 Vacancies – Apartment in the Curtis was leased up May 15th. There are two vacant at the

 Curtis. One has been offered to an applicant. One vacancy at Turnure Terrace. New

 Kitchen cabinets ordered four on the ago just came in. Installation scheduled within next

 Two weeks.

 Waitlists – **463** – elderly, **481** - elderly/handicapped: **10** local, **28** veterans,

 **2** local/veterans

**3666** – families: **17** local 53 veterans, **1**local/veteran

**2151** 2br, **1176** 3br

Allbut one rents was paid in April. The other owes $208 and is working on paying it off.

 Building Property Maintenance –

 Mike and Time have started mowing and doing spring cleanup at Turnure Terrace. They

 Have begun replacing window boxes at Turnure, doing the worst six this year and

 Worst six next year etc. K. Graham suggested contacting the high school wood shop

 teacher next year to have students build window boxes in class. Gutters have been

 cleaned out at Turnure. Mike and Barbara completed annual inspections at the Curtis.

 Capital Projects Update:

 **25 West Street Kitchen and Bathroom Renovation**

CVC Installations progress: Framing and installation have been inspected. Flooring

 Was finished on 5/10. It needs three days to cure. Contractor will be back to finish on

 5/16.

 **The Curtis Window Trim Painting**

O’Byrne Painting is doing an excellent job. Pat O’Byrne discusses any issues with Barbara and

 Anything unexpected, he does what he can to accommodate. His crew is hard working. They

 Haven’t missed a day with the exception of two rainy ones. A very professional company doing

 Impeccable work.

 **New Commercial Bathroom**

This project went out to bid. The work is estimated to cost $21,840. Three bids came in.

 Northeast Construction was the low bid at $28,950.

 Regulatory Updates – none

 Town of Lenox- none

 Personnel Issues – Shannon and Barbara will be attending the Annual spring Housing Conference

 At Seacrest in Falmouth from 5/22-24th. It’s an opportunity to learn what’s current in Public

 Housing and an opportunity to network with other Executive Directors. Shannon will be

 Presented with a MA Public Housing Administrator Certificate at a luncheon for completing all of

 the required courses.

 Public Housing Notices- DHCD just launched the ARPA Formula Funding Program which is Federal

 Aid through the American Rescue Plan Act. Housing Authorities were awarded $85 million in FY22

 That must be expended by the end of 2024. Lenox HA was awarded $139,000. There will be a

 Session at the conference on how to apply for these funds.

 **New Business:**

Language Access Plan – This policy is adopted and enforced to provide equal access to all of its

 Programs and services by all residents regardless of primary language spoken. Motion made by

 D. Prew, seconded by C. Ramsey to approve the Language Access Plan. All members voted in

 Favor.

 LTO

 Update - The Housing Authority gave the LTO a Check for $660 to cover budget needs. The LTO

 Was offered office space in the Community building at Turnure Terrace. LTO accepted and asked

 For a lock on the door which was provided. Offered to install an outlet but told by B. Pelicotti it

 Wasn’t necessary.

 K. Graham mentioned concern about three tenants she’d spoken to that told her they were asked

 To join the LTO and asked for a $10 donation in case an attorney was ever needed. B. Pelicotti

 Said the LTO did not ask for donations. Barbara will inquire about tenant donations and also

 Budget limitations. C. Ramsey also stated that LTO members did not ask tenants for donations.

  **Adjournment:**

Motion made by K. Graham, seconded by D. Prew to adjourn at 5:12 p.m. All

 Members voted in favor.

 Next meeting – June 14th at 4:30 p.m. at The Curtis

Respectfully Submitted,

 Barbara Heaphy

 Secretary/Executive Director