

The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, December 13, 2022, at 4:30 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman D. Prew at 4:30 p.m.
2. Roll Call: Present – Deb Prew, Chairman, Kim Graham, Vice Chair, Diana Kirby, Member
Absent – C. Ramsey, Treasurer, J. Mercer, Commercial Property Manager
Others Present – Barbara Heaphy, Executive Director, Shannon Cella, Admin. Asst.,
Sue Honeycutt, Accountant – Fenton, Ewald, LTO Members, A. Judd,
R. Pelliciotti, E. Jacobson, T. Miller, A. Sternlieb, Public Member K. Oft
- a. **FY 2023 Budget presented by Sue Honeycutt, Fenton, Ewald and Associates:** Sue Honeycutt presented the FY 2023 budget to the board. There is a projected increase in the LHA's income, and the LHA is in good standing financially. Members signed the 400-1 budget along with the 689 budget. A motion to approve the FY 2023 budget as presented by Sue Honeycutt, accountant with Fenton, Ewald and Associates was made by K. Graham. Motion was seconded by D. Kirby. Vote 3-0.
- b. **Tenant Forum:** LTO president A. Judd asked about the LHA's procedure/policy regarding resident issues regarding health, mental health, and cleanliness. The LHA informed the tenants that this is considered independent living, therefore if a resident is in need, they can call the office and we can reach out to family, but if they believe that it is a safety or medical concern to the resident or the other residents in the building, to call the local police, fire, or EMS. The office is aware of the ongoing problems and while there is no easy fix, they would contact the best person for the situation at hand.
R. Pelliciotti asked about the WIFI update for Turnure Terrace and S. Cella will be looking into whether to go with Verizon or Spectrum for the internet.
- c. **Minutes:** Motion made by D. Kirby, seconded by K. Graham to approve the minutes of the November regular meeting minutes. Vote 3-0. Motion made by D. Kirby, seconded by K. Graham to approve the minutes of the November special meeting minutes. Vote 3-0.
- d. **Commercial Space:** B. Heaphy reported that the commercial bathroom is framed and sheet rocked and is coming along well.
- e. **Accounts Payable:** As of October 2022, 689 balance is \$98,765.29. 400-1 balance is \$59,638.59. Commercial balance as of October 2022 is \$181,088.13. Commercial savings statement as of October 2022 is \$60,797.40.
- f. **Old Business:**
Vacancies: There are two vacancies at the Curtis. There is one vacancy at Turnure Terrace. One Family unit became vacant on September 30th and is ready for occupancy. Applicants on the two Bedroom family list have been notified. A list of 25 applicants was pulled with no verified Applicants. A second list of 25 was just pulled.
Waitlists: **653** elderly, **585** elderly/handicapped. **1238** total elderly. **4061** total family.
Elderly list – **21** local, **42** veterans, **2** local/vet
Family list – **23** local, **72** veterans
2605 – 2-bedroom, **1456** 3-bedroom
All but two rents were paid in November. One tenant owes \$75 and is on a payment plan. One

tenant owes \$258 and has been notified again.

Building Property Maintenance: Mike and Tim have been keeping up with day-to-day work orders and apartment turnovers. They have prepared the snow removal equipment for the winter season. We continue to be pleased with Pittsfield Pipers as our heating contractors. They are so knowledgeable and efficient. We are already seeing a decrease in heating issues.

Exterior Door Replacement Turnure Terrace – Phase 1: LaRochelle Construction are all finished. It took about two weeks, and the doors look great.

Partial Roof Replacement at The Curtis – With winter approaching, this project will most likely begin in the spring.

Bathroom Fan Installation at Turnure Terrace – This project will begin any day now. The goal is to install fans in three apartments a day. The contractor will give me notice and is aware I have to give tenants 48 hours.

Regulatory Updates – None

Town of Lenox – The wireless zoning bylaw was voted down at the town meeting on December 8th. The town is back to square one and they just need approval from the ZBA for it to be reconsidered at the Curtis.

Personnel Issues – On November 21st, Shannon Cella was unanimously chosen to be the Executive Director of the Lenox Housing Authority. She will start her new position on January 1, 2023.

November 14 & 15, Shannon attended the fall housing conference in Danvers. Shannon was able to connect with several Western MA directors. She attended trainings on maintenance/best practices, working with your LTO, procurement, and Mental health in public Housing.

Public Housing Notices – None

g. New Business:

Contract for New E.D. – A three (3) year nine (9) month contract with a salary of \$68,000.00 was approved for new Executive Director Shannon Cella beginning on January 1, 2023. Motion made by K. Graham seconded by D. Prew to approve the new ED contract. Vote 3-0.

ARPA (American Rescue Plan Act) funding: A motion to approve ARPA funding in the amount of \$139,188.00 to be used by December 2026 for a new porch at 25 West Street and redoing/updating the bathrooms of the Curtis and Turnure Terrace Community Rooms was made by D. Prew, seconded by D. Kirby. Vote 3-0.

Contract Renewal: The contract for Fenton, Ewald and Associates is up for renewal. The FY 2023 Contract will increase \$48 per year. A motion to approve the contract renewal for Fenton, Ewald and Associates was made by D. Prew and seconded by K. Graham. Vote 3-0.

h. Adjournment: Motion made by K. Graham, seconded by D. Prew to adjourn at 5:38 p.m. All voted in favor

Next meeting – January 10, 2023, at 4:30 at The Curtis

Respectfully submitted,

Barbara Heaphy
Secretary/Executive Director

