

The **Regular** meeting of the LHA was held on Tuesday, November 9, 2022 at 4:30 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman D. Prew at 4:33 p.m.
2. Roll Call: Present –D. Prew, Chairman, Kim Graham, Vice Chairman, Carol Ramsey, Treasurer, Diana Kirby, Member

Absent – J. Mercer, Commercial Property Mgr.

Others Present – Barbara Heaphy Ex. Dir.

LTO Members – A. Judd, R. Pellicciotti,

- a. **Tenant Forum:** LTO member B. Pellicotti requested WIFI in the Turnure Terrace and Curtis Community rooms. He stated that it would be used more by the tenants and it's needed in the LTO office. Cost around \$23a month. Motion made by C. Ramsey, seconded by D. Kirby to approve the installation of WIFI in both community rooms by the LHA. Also, LTO Pizza Party at the Curtis was a success – around 30 came.  
K. Graham reported that Executive Director interviews will be conducted by LHA Board and three LTO members- A. Judd, R. Pelliocotti, E. Jacobson. Resumes will be reviewed on the 15<sup>th</sup>. Interviews will take place on the 21<sup>st</sup> at Town Hall. Final decision is made by LHA board. Barbara will call a special meeting for year end financial certifications when they are completed Sue Honeycutt.
- b. **Minutes:** Motion made by K. Graham, seconded by D. Kirby to approve the October meeting minutes. All members voted in favor.
- c. **Commercial Space:** B. Heaphy reported that the commercial bathroom is coming along well, right on schedule.
- d. **Accounts Payable:** Barbara has not received year end reports yet from Sue Honeycutt, Accountant.
- e. **Old Business:**

Vacancies –The Curtis is 100% occupied. There is one vacancy at Turnure Terrace that has Been offered and move in date is December 1<sup>st</sup>. One family unit became vacant on September 30<sup>th</sup> 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 – **625** – elderly, **563** - elderly/handicapped. Total elderly – **1188**. Total family – **4446**.

Elderly – **21** local, **39** veterans, **2** local/vet

Families: **23** local **71** veterans, **2571** 2br, **1439** 3br

All but two rents were paid in October. That tenant owes \$94 and is on a payment plan. One Tenant owes \$258. His direct deposit never paid his August rent. Another notice has been sent To him.

#### Building Property Maintenance

Mike and Tim have been keeping up with day-to-day work orders and fall clean up. There's been A heat issue at the Curtis since September 23<sup>rd</sup>. A new heating contractor has been hired, Pittsfield Pipers. They have been studying the heating system and working to resolve this issue. They have been very professional and knowledgeable. Luckily the weather has been mild.

#### Capital Projects Update:

##### **Exterior Door Replacement Turnure Terrace – Phase 1**

LaRochelle Construction will be starting on Wednesday, November 9<sup>th</sup> to replace the exterior Doors on the 32 side at Turnure Terrace.

**Partial Roof Replacement at The Curtis**

The low bidder for the job, JD&D Construction declined the project due to a family emergency out of the country. Their bid was \$43,700. FRG Contractor Corp from Everett, MA was the next lowest bidder at \$75,839, still under the estimated cost of \$77,988. They received positive References and recently did a roof project in Lee that got a positive reference.

**Bathroom Fan Installation at Turnure Terrace**

A pre-construction meeting was held on November 3<sup>rd</sup> and the project will begin in about a month. Pittsfield Pipers will order materials that will take a few weeks to come in.

**Regulatory Updates – none**

**Town of Lenox** – The Community Center organized trick or treat on Friday night, the 28<sup>th</sup>. Tenants, Shannon and Barbara passed out candy on the front porch of the Curtis. Tenants expressed Appreciation for being a part of this event. They are looking forward to doing it again next year.

**Personnel Issues** – The advertisement for new Executive Director was placed in several Publications and on line on October 17<sup>th</sup>. Ad is required to run two weeks. Deadline for Applications is November 14<sup>th</sup>. Fourteen resumes were submitted to date.

**Public Housing Notices**– Information and application to apply for student loan forgiveness was Made available to tenants. Currently, there are no college students in family housing.

**New Business:**

Shannon attended the Elder Services annual luncheon at Berkshire Hills She said it was a great Opportunity to network with other Housing Authority directors and staff.

**Adjournment:**

Motion made by K. Graham, seconded by D. Kirby to adjourn at 5:06 p.m. All Members voted in favor.

Next meeting – December 13 at 4:30 p.m. at The Curtis.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director

# **LENOX HOUSING AUTHORITY SPECIAL MEETING MINUTES Of November 21, 2022**

The members of the Lenox Housing Authority met in Special Session at Town Hall, 6 Walker Street, Lenox, Massachusetts at 9:00 a.m. on November 21, 2022.

The meeting was called to order at 9:12a.m by the Chairperson and upon roll call those Present and absent were as follows:

**PRESENT:** D. Kirby, member; Debbie Prew, Chairman; Kim Graham, vice-chairman; Carol Ramsy, treasurer; Amy Judd, LTO President; Ellen Jacobson, LTO; Robert Pelliciotti, Vice Chairman; Jim Mercer, Property Mgr.

**ABSENT:** None

Meeting began with interview of candidate A at 9:12 a.m. for the Executive Director position. The candidate was asked eight questions by the seven members of the board and LTO. Conversation ensued. Following the first interview, D. Prew moved to go into executive session. D. Kirby seconded. Roll call to enter executive session. All in favor. Authority returned from executive session to resume interview of candidate B at 9:57 a.m. The candidate was asked eight questions (see attached) by the seven members of the Board and LTO. Conversation ensued. Following the second interview, D. Prew moved to go into executive session. K. Graham seconded it. Roll call to enter executive session. All in favor. Authority returned from executive session to resume interview of candidate C at 10:45 a.m. via zoom. The candidate was asked eight questions (see attached) by the 7 members of the board and LTO. Conversation ensued. Interview ended at 11:26 and roll call vote was held to enter executive session. All in favor. After returning from executive session at 11:45 a.m. regular meeting resumed. LTO members and J. Mercer left. Barbara Heaphy and Shannon Cella joined meeting. K. Graham announced that Board and LTO had unanimously chose Shannon Cella for the Executive Director position. Also, it was agreed that the process to hire an administrative assistant should begin. Shannon Cella left the meeting.

## Other business:

Annual Lead Paint Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws: D. Prew made motion to approve Annual Lead Paint Certification of Compliance. C. Ramsey seconded it. All members voted in favor. Each board member signed that to the best of their knowledge, the Housing Authority is maintaining proper record keeping related to such requirements.

Top five salaries and yearend financial statements: Motion made by D. Prew, seconded by D. Kirby to approve top five and year end financials. All in favor. All were signed by each board member.

Motion made by D. Prew, seconded by D. Kirby, to adjourn at 12:04p.m. All members voted in favor.

Respectfully Submitted,

Debbie Prew  
Chairman

Barbara Heaphy  
Secretary/Executive Director