The **Regular** meeting of the Lenox Housing Authority was held on Tuesday, April 11, 2023, at 4:30 p.m. at The Curtis, 6 Main Street

1. The meeting was called to order by Chairperson D. Prew at 4:30 p.m.
2. Roll Call: **Present –** Deb Prew, Chairman, Kim Graham, Vice Chair, Carol Ramsey,

Treasurer, Shannon Cella, Executive Director, James Mercer,

Commercial Property Manager, Ellen Jacobson, Tenant,

Jacqueline Pelzek, Tenant

**Absent –** Diana Kirby, Member

1. **Minutes:**  Kim Graham made a motion to approve the minutes of the regular board meeting on March 11, 2023 as presented. Motion seconded by Carol Ramsey. Vote 3-0.
2. **Commercial Space:** Jim Mercer reported that the tenants are very happy with the new bathroom. Jim will be reaching out to the Lenox Group tenants to remind them that now the bathroom is complete, as of May 1, 2023 the rent will change to the original amount agreed upon. He would also like to take a walk outside with the director and the LHA RCAT, Hugh Mackey around the property to point out some drainage issues that he is noticing, as there is water in the basement by the pharmacy.
3. **Accounts Payable:** As of February 2023, 689 balance is $114,587.41. 400-1 balance is $32,307.54. Commercial balance as of February 2023 is $125,353.13. Commercial Savings statement as of February 2023 is $60,847.33.
4. **Old Business:**
5. Vacancies: There are 2 vacancies at Turnure Terrace – 40-1B & 32-3A. A list has been pulled for both units.
6. Waitlist: 1823 Total Elderly/Handicapped, 5072 total Family

Elderly list – 762 Elderly, 652 Handicapped

24 Local, 54 Veterans, 3 local/vet

Family list – 31 Local, 81 Veteran, 2 Local/Vet

2940 2br, 1661 3br

1. Rent Collection: All but 1 rent was paid in March. That tenant owes $18.00, is on a payment plan and will be paid off by May.
2. Building Property Maintenance: Maintenance has been working on the apartment turnovers and have been doing the workorders as they come in. With the warmer weather starting, they will be spending a lot of time outdoors working on the yardwork at both properties.
3. **Partial Roof Replacement at The Curtis** – The Partial Roof Replacement at the Curtis is complete. The workers from FRG were very efficient and had the roof complete within the week. Some complaints about nails on the ground, but we were told that they did a great job cleaning up when they were finished.

**Garbage Policy at Turnure Terrace** – We received a new dumpster with slide openings which are about waist high and seem to be a lot easier based on the small amount of feedback we have gotten from tenants. There are 5 carts on order and with the 3 carts we have, we will be putting some down in the buildings. Mike and Tim will be going arounds and inquiring about having a cart in the buildings for garbage. We will order more if needed.

1. Town of Lenox: None
2. Personnel Issues: Shannon went to the Spring Conference in Waltham from April 2-4. She attended multiple workshops on a wide range of topics including, Managing Difficult Tenant Interactions, Tenant Board Member Do’s and Don’ts, CHAMP and Centralized Screening Update, Ask the Attorneys, Service and Assistance Animals in Public Housing and Post Pandemic Rent Collection. There was a lot of good information that was brought back to the housing authority.
3. Public Housing Notices: PHN 2023-04- New Public Housing Redevelopment and Land Disposition Powers – This has to do with redevelopment of vacant and/or underutilized land

DHCD Notice – Changes to the MA State Sanitary Code – LHAs must provide a refrigerator, the heating season has changed from 09/15 – 05/31 and a certified pest company must inspect a vacant unit before you can lease it.

1. **New Business:** 
   1. FY2024 Capital Improvement Plan – Hugh Mackey from RCAT (Regional Capital Assistance Team) and Shannon have been working on the FY2024 CIP and some of the projects on the list include:

* Upgrade Curtis and Turnure Terrace Community Room bathrooms
* Replace exterior doors on the 40 side of Turnure Terrace
* New Driveway at 45 Golden Hill Road
* New Deck at 25 West Street
* Updating kitchen and bathrooms at Church Street
  1. 2024 Annual Plan – Shannon just finished working with a hired consultant from DHCD to complete the 2024 Annual Plan. It was posted for the public on April 11, 2023 with a scheduled hearing for the June 13th board meeting.
  2. Fall 2022 Resident Survey Results – Shannon sent out the results of a Survey that was sent to residents of the Lenox Housing Authority in the Fall of 2022. This survey had some great questions and overall, the tenants at the Lenox Housing Authority said they were 59% very satisfied living in their development. The survey compared the results to the entire state and small LHA’s in Western Mass with Lenox averaging higher than both. The board was very pleased with the survey results.

1. Adjournment**:**  Motion was made by Deb Prew to adjourn, seconded by Kim Graham to adjourn. Vote 3-0.

Meeting adjourned at 4:54 p.m.

Next Meeting: May 9, 2023 at 4:30 p.m. at Turnure Terrace

Respectfully Submitted,

Shannon Cella

Secretary/Executive Director