

The REGULAR meeting of the LHA was held on Tuesday, September 12, 2017 at 4:30 pm at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by Chairman C. May at 4:30 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, M. Pero, Vice Chairman, D. Kirby, Treasurer, T. Sorrentino, member, B. Heaphy, Executive Director
Absent - Jan Ward, member
Others – Jim Mercer, tenants: Carol Ramsey, Bina Armstrong, Dina Cole
3. Agenda:
 - a. **Tenant Forum:** No requests
 - b. **Minutes :** August meeting
After corrections, motion was made by M. Pero, seconded by T. Sorrentino to approve August minutes. All in attendance voted in favor.
 - c. **Curtis Commercial Space:** Jim reported that seven windows for the pharmacy are ordered and will be installed before winter. The Pharmacy door has been scraped and painted. The concrete decking at the Walker Street entrance was painted. The potholes in the parking lot will be patched by Wilkinson Construction. The cost should be under \$500.00. The tenant will not continue to rent L-1. A letter will be forthcoming from tenant's lawyer. Jim will get a rental sign out for that space. He will check with the historic district.
Barbara mentioned the possibility of an interest in the space for a nail salon. There is nothing like that in Lenox now.
Jim asked about the awnings. Marge would like to move forward with awnings at the Curtis and have them up by Memorial Day.
Jim mentioned the drainage problem at the Curtis in the parking and driveway areas. All agreed that an engineer from DHCD should come out and take a look.
Commercial balance as of 7/31/2017 is \$72,716.22
Commercial Savings statement as of 5/31/2017 is \$60,049.99
 - d. **Accounts Payable:** July balance sheets – 689 balance is \$74,481.19. 4001 balance is \$79,329.74.
 - e. **Old Business:**
The Turnure Terrace siding and windows project is complete. The Certificate of Substantial Completion needs a board vote. Motion made by M. Pero, seconded by D. Kirby to approve the Certificate of Final Completion for the Turnure Terrace siding and windows project.
Drainage Project at Turnure Terrace – It was agreed that the project should wait and go out to bid in February to reconnect the foundation pipe, regrade along the side of the buildings and replace sidewalks on the 32 back side. The construction budget is \$34,200. It will involve removing all plantings and flowers in this area. The tenants will be notified of this. Patios will be removed as well but reinstalled when project is complete. This will be the contractor's responsibility. A suggestion was to contact Greenagers to help the tenants with plant removal.
Tenant issue – Atty. Lafore wrote a letter Barbara to send to Atty. Shatz who represents the tenant with the issue. The letter stated that the Housing Authority did everything possible to address the complaint. The final solution was to open the wall in the apartment and the tenant refused. The Housing Authority considers the case closed.
Vacancies – There are two vacancies at Turnure Terrace. One will be ready for occupancy around September 15th. The other recently became vacant.

f. New Business:

Capital Plan 2018 – Barbara went over the plan for the next five years. The priorities for 2018 are the drainage study at Turnure Terrace, Commercial Bathroom, and Trash Compactor at the Curtis. Planning will begin on the parking lot resurfacing and driveway with additional parking at the Curtis. Siding and windows on the 40 side is scheduled for 2020 due to the high cost of the Curtis parking lot project. Other projects in the pipeline are roof replacement at Turner Terrace in 2022, roof replacement at the Hartman House in 2021, Shower tile repair at the Hartman House in 2019 and Update medicine cabinets and GFI's at Turner Terrace in 2021. The Capital plan is revisited annually and priorities can change. Motion made by T. Sorrentino, seconded by D. Kirby to approve the CIP for 2018. All members voted in favor.

C. May announced that Jan Ward had resigned from the board effective immediately. The Board will make a recommendation of someone to fill Jan's term. The Selectmen will appoint. No word on State Appointee status or Tenant Board member regulations.

M. Pero mentioned how nice the grounds at Turner Terrace looked and asked Barbara to let Pat know he's doing a great job.

CPA Meeting Update- C. May reported that the board reviewed the Phase I proposals. Most proposals were put through to Phase II.

g. Adjournment:

Motion made by T. Sorrentino, seconded by M. Pero to adjourn at 5:10 pm. All members voted in favor.

Next meeting: October 3, 2017, 4:30 at The Curtis.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director