

The REGULAR meeting of the LHA was held on Tuesday, November 14, 2017 at 4:30 pm at The Curtis, 6 Main Street.

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, B. Heaphy, Executive Director
Absent - T. Sorrentino
Others Present - Linda Messana

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes :** October meeting
Motion was made by M. Pero, seconded by D. Kirby to approve October minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
Barbara reported that the schematic design estimate by Austin Design for the commercial bathroom is \$70,131, quite a bit higher than the original \$48,564 estimate. The estimator came up with this number based on existing conditions and the proposed work. The architect will make revisions to simplify and bring this cost down. The board is not happy with this increase and asked if the LHA could do the work without DHCD since the project is being funded with commercial money. Barbara will check on this. Also, M. Pero asked Barbara to reach out to Jim Mercer about managing this project. Also, ask Jim if he's done any other advertising for the downstairs space.
Commercial balance as of 10/31/2017 is \$94,730.25
Commercial Savings statement as of 10/31/2017 is \$60,055.99
- d. **Accounts Payable:** October balance sheets – 689 balance is \$65,010.32. 4001 balance is \$112,638.00.
- e. **Old Business:**
There is one vacancy at the Curtis ready for occupancy. There is one vacancy at Turnure Terrace that will need work. Two apartments at Turnure Terrace are offline.
Tenant board member update – New legislation and regulations are being crafted to address the many challenges presented by current language which mandates the election of a tenant board member by public housing tenants. Therefore, this regulation will not be in place by May 2018 elections. DHCD suggests that towns consult town counsel for advice on how to proceed with this issue.
Employee evaluation will take place for the director at the end of January.
Barbara will do hers the end of January as well.
New Business:
Verizon – Cell Tower
Board is willing to listen to Verizon representatives regarding cell tower, at a future board meeting in January or February.
Certification of top 5 Compensation Form and Year End financial statements will be signed at next meeting since all board members weren't present.
Linda Messana did submit a letter of intent to selectmen to fill the board vacancy. She has not heard anything and will follow up with Mary Ellen Deming.

C. May hasn't heard anything regarding her reappointment as state appointee. She will be held over until reappointed.

f. Adjournment:

Motion made by D. Kirby, seconded by M. Pero to adjourn at 5:40 pm. All members voted in favor.

Next meeting: December 5th.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director