

The REGULAR meeting of LHA held on Tuesday, March 7, 2017 at 4:30 PM at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by Chairman Catherine May at 4:30 PM.
2. Roll Call: Present – Catherine May, Chairman, M. Pero, Vice Chairman, Diana Kirby, Treasurer, Tess Sorrentino, Member, Jan Ward, Member, Barbara Heaphy, Executive Director, Jim Mercer, Commercial Property Mgr.  
Tenants: Carol Ramsey, Susan May  
Absent - none
3. Agenda:
  - a. Tenant Forum: No requests
  - b. Minutes: February Regular meeting  
D. Kirby made the motion to accept February minutes. T Sorrentino seconded it. All in attendance voted in favor.
  - c. Curtis Commercial space:  
Jim Mercer reported on the cost estimate for the accessible bathroom – \$42,000-\$50,000. Would there be a special assessment for commercial tenants? Would Commercial funds be used? Barbara will check with Sue. Price on new windows in Commercial space - 3 @ \$1100 each. Can't get price on new pharmacy door. It currently opens inward and we'd need to hire an engineer to redesign it to open outward. Discuss options with tenants.  
Krzysztof Olczyk was hired to repair plaster wall in basement at \$1500. Board will know by April if they want to lease basement space. Space has rental history. There shouldn't be an occupancy issue. Pop up store in the summer @ \$750 a month could be an option. Jim will look into more parking in the back. Motion made by M. Pero to pursue renovating basement. T. Sorrentino seconded it. All in favor.
  - d. Old Business:  
Agenda- should be brief without account balances listed. DHCD communications listed.  
What should Martha Joyner be paid as a consultant? Keep track of hours. Director's contract cannot be approved until Sue does a budget revision. Tighe and Bond study on drainage at TT. Water on the other side now. Is moisture creating mold? Possibly need fans in first floor bathrooms. When sidewalks were redone five years ago, drainage problems began.
  - e. New Business:  
Hours of the Executive Director and the administrative assistant will be posted on the door. Beginning with April 7, 2017, the office will be open on Fridays, 9:00 a.m. – 12:00 p.m. Erin will be covering these hours. Time off requests by Executive Director are to be approved by Chair or Vice Chair.

Check signing – Jan and Diana will continue to sign checks during the week. On the day of the board meeting, Cathie and Diana will come in at 4:00 to sign checks before the 4:30 meeting.

Barbara will connect with Sue Holmes at the Council on Aging and invite her to our next meeting.

Information about the Council on Aging and Elder Services will be posted on the Curtis and Turnure Terrace bulletin boards.

M. Pero's Board term is up in May per DHCD, and has been left vacant for a tenant seat. More information about this will hopefully be available at the next board meeting.

Barbara will change her contact phone number on the answering machine in the office to her cell number.

Barbara will contact Gwen Miller, Town Planner about meeting with the Housing Authority in the future regarding affordable housing needs in Lenox.

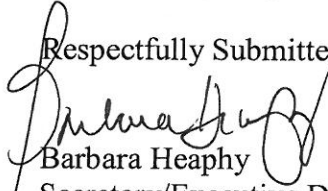
Adjournment:

Motion made by M. Pero, seconded by D. Kirby to adjourn at 6:25 PM.

All members voted in favor.

Next meeting: April 4, 2017, 4:30 PM at the Curtis.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read 'Barbara Heaphy', is written over the printed name.

Barbara Heaphy  
Secretary/Executive Director