

Housing Authority Minutes 04/04/17

The REGULAR meeting of LHA held on Tuesday, April 4, 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 – Catherine May, Chairman, Marge Pero, Vice Chairman, Diane Kirby, Treasurer, Tess Sorrentino, Member, Jan Ward, Member, Barbara Heaphy, Executive Director
Jim Mercer, Commercial Property Mgr.
Others Present - Ellen Jacobson, tenant, Michelle Hafit, student LMMHS, Cameron Sweeney, student LMMHS
Absent - none
3. Agenda:
 - a. Tenant Forum: Ellen Jacobson introduced Michelle Hafit, pres. NHS. She talked about the honor students willing to volunteer to host a film night at the Curtis monthly, alternating with Turnure Terrace. Possibly outside on patio at TT in the summer. Motion made by M. Pero, seconded by D. Kirby to approve movie night. All members voted in favor.
 - b. Minutes: March Regular meeting
M. Pero made the motion to accept Jan. regular minutes. D. Kirby seconded it. All members voted in favor.
 - c. Curtis Commercial space:
Jim Mercer reported on new bathroom. Funds would come from Commercial revenue. 4 weeks to design, 8 months to completion for a handicapped accessible bathroom. Punch code access or fob. Possibly weave assessment into Commercial Leases when are up for renewal in 1 ½ years. Motion made by T. Sorrentino, seconded by D. Kirby to move forward with the bathroom project. All members voted in favor.
Basement rental space – Painted and ready. Handrail needs work. Steps to entrance needs treads. Prospective tenant for real estate office. Jim proposed rent at \$500 a month. Possibly go without lease.
Commercial transfer of \$9,759.83 to 4001 (elderly). Commercial balance- \$44,643.77. Comm. Savings - \$60,024.83.
 - d. Accounts payable: Feb. balance sheets, 689 (handicapped) transfer of \$3,809.05 to 4001 (elderly). 689 balance - \$67,625.73. 4001 (elderly) balance as of 4/1 - \$114,171.77.
 - e. Old Business:
Two vacancies in the Curtis. Apartment 408 in the Curtis has been leased. A three bedroom family unit became vacant 4/2.
West St. Roof- Contracts have been signed. Kick off meeting will be scheduled by Jonathan Leonard, RCAT Proj. Mgr.
Turnure Terrace Siding and Windows- Bids were received 3/8. JD&D Construction was low bidder at \$62,000. Bid came in lower than cost estimate of \$68,000. Motion made by T. Sorrentino, seconded by M. Pero to approve JD&D Construction. All members voted in favor.

Turnure Terrace Drainage Project- Next step is digging a test pit along exterior to check if footing drains were ever reconnected when sidewalks were redone in 2008.

Town Planner, Gwen Miller would like to meet with Housing Authority. An informal meeting at 6:00 before the next Affordable Housing Trust meeting would be best.

Budget Revision – S. Honeycutt did a revision to be approved and signed by each board member. Motion made by T. Sorrentino, seconded by M. Pero to approve the budget revision. All members voted in favor.

Tenant Board member election – DHCD withdrew regulation for further review. The seat remains open but current member can remain in that seat as a holdover.

- f. New Business: M. Joyner submitted an invoice for consultant services for approval. Motion made by T. Sorrentino, seconded by J. Ward to approve the invoice.

A bench for the Commercial entry way with a back, comfortable for sitting, will be purchased.

Motion made by D. Kirby., seconded by J. Ward to adjourn at 6:00 PM. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director