

The REGULAR meeting of LHA held on Tuesday, May 2, 2017 at 4:30 PM at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman Catherine May at 4:31 PM.
2. Roll Call: Present – Catherine May, Chairman, M. Pero, Vice Chairman, Tess Sorrentino, Member, Jan Ward, Member, Barbara Heaphy, Executive Director, Jim Mercer, Commercial Property Mgr.
Absent – Diana Kirby, Treasurer

3. Agenda:

- a. Tenant Forum: No requests
- b. Minutes: April Regular meeting
M. Pero made the motion to accept April minutes. J. Ward seconded it. All in attendance voted in favor.
- c. Curtis Commercial Space:
Jim Mercer reported on basement rental space. Nora O'Brien will sign a one year lease - \$600.00 a month. She will provide insurance. Stairs need treads. She is responsible for signage. Motion made by J. Ward to accept lease with Nora O'Brien to move in middle of May. Door will be re-keyed. M. Pero seconded it. All members voted in favor.
Additional parking out back: The fire chief approved diagonal parking along the driveway. Jim mentioned drainage problem should be corrected as well. Building bricks are eroding.
Jim will work on awnings.
Commercial transfer - \$6,707.55 to 4001 acct. Commercial balance – \$54,403.60. Commercial savings as of 3/31/17- \$60,029.93.
- d. Accounts Payable: March balance sheets – 689 transfer \$3,537.21 to 4001 acct. 689 balance - \$71,451.45. 4001 balance - \$82,517.03.
- e. Old Business:
Two vacancies in the Curtis. Apt. 217 leased 5/1/17. Three bedroom unit is vacant and needs extensive work.
RCAT Project manager, Jonathan Leonard looked at Commercial bathroom Space. He revised capital plan to include project with another funding source.
Contract for the West St. roof project has been signed. Kick off meeting is being scheduled.
Turnure Terrace window and siding project NTP was issued April 24th. Completion date is June 18th. Windows were measured and will be ordered.
Executive Director Contract has not been approved yet by DHCD.
- f. New Business:
On April 25th, a meeting was held with Kim and Sue from the COA. Importance of outreach was discussed. An ice cream social will be planned for both properties when weather gets warmer. Intergenerational programs were discussed – arts and crafts, no bake cooking classes.

Important to get tenants out in community. Outreach to new tenants is important. COA info is included in tenant packet. Confidentiality was discussed.

On Thursday, 4/27, the first Agreed Upon Procedures audit for FY ending 9/30/2016. The first audit is a trial run and a report will be sent to the Housing Authority. If there are any issues, the LHA will respond with corrections.

Frank Newton wants to volunteer to play the piano in the Curtis community room evenings. If there is a tenant that could let Frank in, that would might work. Piano tuning with pricing will be checked into.

Adjournment:

Motion made by M. Pero, seconded by T. Sorrentino to adjourn at 5:18 PM. All members voted in favor.

Next meeting: June 6, 2017, 4:30 PM at Turnure Terrace.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director