

Housing Authority Minutes 06/06/17

The REGULAR meeting of LHA held on Tuesday, June 6, 2017 at 4:30 PM at Turnure Terrace, 36 Old Stockbridge Road.

Annual meeting – reorganization of officers will be held in July. Marge Pero has been approved by the selectmen to be held over as a board member until the mandatory tenant board member regulation is passed.

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, 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: May Meeting
T. Sorrentino made the motion to accept May minutes. J. Ward seconded it. All in attendance voted in favor.
 - c. Curtis Commercial Space:
Jim Mercer got a quote from Larkin Enterprises for awnings at the Curtis at \$15,600. This includes installation. Awnings would have a manual crank. Jim will get other prices.
Nora O'Brien signed a lease for the basement space beginning May 1, 2017. Her daughter called wanting to get her mother out of the lease because she has health issues. Nora disagrees and wants to stay in the lease. This will be discussed at next meeting.
Doug Trombley is getting numbers together for the Pharmacy door.
The cost estimate to replace commercial windows, about 3 or 4 a year is \$10,000.00. Dennis Fields will be called to check the Curtis porch for painting. Barbara will ask Sue if there's funding for awnings, windows and bathroom this year.
T. Sorrentino motioned to accept Jim Mercer's contract for another year. M. Pero seconded it. All members voted in favor.
Commercial balance as of 4/30/2017 is \$53,188.77
Commercial savings statement as of 4/30/2017 is \$60,034.53
Commercial bathroom: Jonathan Leonard's Capital Plan revision was approved by DHCD. The funding from another source was approved in the amount of \$48,564.00. Dave McClave from DHCD sent the draft scope of service to Austin Design for a fee proposal that was due back by June 9th. The designer fee is estimated to be less than \$10,000.00.
 - d. Accounts Payable: April balance sheets – 689 balance is \$71,361.23. 4001 balance is \$101,848.54.
 - e. Old Business:
Executive Director's Contract – There is no approved contract yet. Barbara has emailed Carolina twice about this and gotten no response. Cathy May suggested a letter from the board to DHCD, expressing concern. Cathy will draft a letter.
There is one vacancy at the Curtis and one family unit. Both units are being prepared for occupancy. Apartment 416 is occupied as of 6/1/2017.
Curtis Tenant Issue: Barbara has not received any complaint recently from the tenant in the Curtis who claims her neighbor is pounding on her bedroom wall at all hours of the night, preventing her from sleeping.
 - f. New Business:
Two raised bed vegetable gardens are being planted at Turnure Terrace by the Greenagers, an organization of volunteers. This was arranged by one of the tenants. A group of tenants has signed up to take care of the gardens. Barbara will check into getting the existing flower bed cleaned out. It has not been kept up over the years and is full of weeds.
Stop and Shop Pharmacy is organizing a pneumonia shot clinic at both properties, flu shot clinic in September. Barbara will let Village Pharmacy know.
Martha Joyner volunteered to plant the flower boxes at the Curtis and had done and looking beautiful before Memorial Day.
The net metering credits from November until current are showing on the May National Grid bill with a total of \$11,185.00.
Erin has been administrative assistant for over three months and should be able to manage bookkeeping. Barbara will continue to help.

able to receive bank balances. Barbara will prepare a letter.

A piano tuner has been contacted to come look at the piano in the Community Room.

Office hours are posted on the door of the office.

Barbara will ask Gwen Miller to come to the next Board Meeting.

Adjournment:

Motion made by M. Pero, seconded by J. Ward to adjourn at 5:45 PM.

All members voted in favor.

Next meeting: July 11, 2017, 4:30 PM at The Curtis.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director