

The **REGULAR** meeting of the LHA was held on Tuesday, May 14, 2019 at 4:30p.m. at Turnure Terrace, 36 Old Stockbridge Road.

The meeting was called to order by Vice Chairman L. Messana at 4:31

1. Roll Call: Present – L. Messana, Vice Chairman, Diana Kirby,
Treasurer, T. Sorrentino, Member, B. Heaphy, Executive Director,
Jim Mercer, Commercial Property Mgr
Absent - Chairman, C. May

2. Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** March 26, 2019 meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve March 26 minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
Jim reported that Sue Parsley agreed to the new lease and terms starting May 1, 2019. Jim got prices for new commercial carpet in the hallway from Country Carpet- range from \$10,000 to \$15,500. Jim will get other prices.
Magadini's price for repointing the brickwork at the Curtis is \$10,000- \$12,000, which is high. Jim will check other prices.
- d. **Accounts Payable:**
Barbara reported that as of March 31, 2019, 689 balance is \$88,625.41. 4001 balance is \$88,570.34. Commercial balance is \$137,696.67. Commercial savings is \$60,254.19.
- e. **Old Business:**
Vacancies – There are two vacancies at the Curtis that are almost ready to lease up. Both should be rented by June 1st. All apartments are occupied at Turnure Terrace. Waitlists – 131 elderly, 62-2 bedroom, 33-3 bedroom. Rents are paid in full through April 30, 2019.
Building Property Maintenance - Turnure Terrace Roof Project: Rebecca Turner from Clark and Green Architects reported on April 18th that the drawings are finished and they are just waiting to complete the estimate. Package will go out to DHCD by the last week in April. The Curtis parking construction documents with drawings, cost estimate and specifications were submitted to DHCD on 4/29. When approved, the project will go out to bid electronically, hosted by BidDocsOnline for electronic bid opening. The construction cost is \$111,000. This estimate excluded the planting of shade trees which will be funded separately. T. Sorrentino mentioned it would be best if possible to start the Curtis Parking lot after the Apple Squeeze because of the lack of parking that weekend.
Regulatory Updates - CHAMP waitlist went live to the public on April 10th. Now applicants can apply for public housing on line as well as with a housing Authority.
Town of Lenox – Cell Antenna RFP was submitted to Dave McClave again. He responded with some minor corrections but said we were getting closer.
Personnel Issues – Pat will be retiring August 16th. The job will be advertised in the Berkshire Eagle in May to hire someone to start working alongside Pat in early July.

The ad will mention the job requires on call 24/7.

New Business:

2020 CIP -

Barbara presented the Capital Plan for 2020. Upcoming projects for 2019 are Parking Lot resurfacing at the Curtis and roof replacement at Turnure Terrace. Both projects are scheduled for late summer/early fall. Near future projects scheduled are: painting outside window trim at the Curtis, ongoing kitchen cabinet replacement at all properties, brick repair and repointing at the Curtis and Driveway replacement at 45 Golden Hill Road. Motion made by T. Sorrentino, seconded by D. Kirby to approve the capital plan for 2020. All members voted in favor.

Next meeting will be June 11th, 4:30 p.m. at The Curtis

Adjournment:

Motion made by T. Sorrentino, seconded by D. Kirby to adjourn at 5:30 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director