

The **Regular** meeting of the LHA was held on Wednesday, August 10, 2022 at 4:30 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Vice Chairman K. Graham at 4:30 p.m.
2. Roll Call: Present –Kim Graham, Vice Chairman, Carol Ramsey, treasurer, Diana Kirby, member  
Absent – Deb Prew, Chairman  
Others Present – Barbara Heaphy Ex. Dir., Jim Mercer, Property. Mgr.,  
Amy Judd, LTO President, Robert Pellicciotti, V. President
  - a. **Tenant Forum:** A. Judd thanked Barbara for the new furniture in the Curtis Community room and the railing repair at Turnure Terrace. She mentioned that another tenant's gas was siphoned from her car in the Curtis Parking Lot and asked about security cameras outside. This would be very costly so it was suggested that a sign be placed on the dumpster "under surveillance". This would also cover public dumping of garbage in the HA dumpster which has been happening lately. Barbara will put a sign on the dumpster.  
The phone in the LTO office won't dial out. Barbara will check it out.  
LTO is requesting 35% of laundry commission from the HA to use for social events, activities for the tenants. \$100 a month was agreed on. Motion made by D. Kirby, seconded by C. Ramsey to approve \$100 a month for the LTO and be re-evaluated annually.
  - b. **Minutes:** Motion made by D. Kirby, seconded by C. Ramsey to approve the July meeting minutes. All members voted in favor.
  - c. **Commercial Space:** Jim reported the Notice to Proceed will be issued and contract signed by John Salvini for the commercial bathroom on Monday, August 15<sup>th</sup>. Salco Construction also estimated the breakroom cost to be under \$10,000.
  - d. **Accounts Payable:** Barbara reported that as of June, 2022 the 689 balance is \$88,010.24. 4001 Balance is \$40,765.15. – Spending more because prices have increased for supplies, contractor rates, etc. Some contract rates have doubled. Funds have not been transferred from the Commercial account to operating since March 2022. Commercial balance is \$146,810.71. Commercial Savings is \$60,746.27.

#### **Old Business:**

Vacancies –There is one vacant at the Curtis. One vacancy at Turnure Terrace. The one in the Curtis will be ready for occupancy on Sept. 1<sup>st</sup>. The one at Turnure Terrace is waiting for Bathfitter – new shower/tub installation. The vacant family unit will be leased up September 1<sup>st</sup>. Family unit will be leased up Sept. 1<sup>st</sup>.

Waitlists – **548** – elderly, **509** - elderly/handicapped: **14** local, **36** veterans, families: **22** local **57** veterans, **2** local/veteran, **2347** 2br, **1303** 3br

All but two rents were paid in July. One tenant owes \$151 and is on a payment plan. A family Owes \$202 for May and June. They moved out and did not leave a forwarding address when it Was requested.

#### Building Property Maintenance

Mike and Tim have been keeping up with day-to-day work orders, the mowing and trimming, Overall upkeep of the interiors and exteriors. They've been working to turnover the vacant Family unit, cleaning the bathroom, hanging new doors and overall cleaning.

#### Capital Projects Update:

##### **25 West Street Kitchen and Bathroom Renovation**

Architect did a final walk through on July 27<sup>th</sup>. Just two items: Contractor is to provide 1 year Warranty for all materials and supplies and contractor is to install one piece of oak casing at the

Laundry room.

**The Curtis Window Trim Painting**

The work is complete and three change order proposals have been submitted for approval.:

1. Additional painting-west elevation, 2. Balustrade guardrail decorative trim, 3. Balustrade panel

Repair – total cost = \$43,988.03. Motion made by C. Ramsey, seconded by D. Kirby to approve

The change orders totaling \$43,988.03. All members voted in favor.

**Exterior Door Replacement Turnure Terrace – Phase 1**

Kick off meeting was held on Wednesday morning, 8/10 at 11:00.

**Bathroom Fan Installation at Turnure Terrace**

Since the low bid was rejected, the job is going back out to bid.

Regulatory Updates – none

Town of Lenox – Fire Chief O'Brien came on July 26<sup>th</sup> to go over the fire alarm procedure with

The tenants in the Curtis. It was a mandatory meeting. Chief O'Brien held three meetings, one

For each floor. His presentations were very informative and the Chief answered all questions and

Concerns the tenants had.

The Council on Aging held an Ice cream social on the porch of the Curtis and at Turnure Terrace

One afternoon in July. It was well attended at the Curtis. No one came at Turnure Terrace.

Personnel Issues – Barbara will begin the advertising process for a new Executive Director in mid-September.

Public Housing Notices– 2022-09, 2022-10 – Performance Management Reviews will resume in Person for FY22. Criteria will be rated and published.

**New Business:**

Per DHCD, the revised Fair Housing Marketing Plan and the Reasonable Accommodation/Modification Policy and Procedures will be uploaded to the Public Housing waitlist after board

Approval. Motion made by D. Kirby, seconded by C. Ramsey to approve The Fair Housing

Marketing plan with additional language. All members voted in favor. Motion made by C. Ramsey,

Seconded by D. Kirby to approve the Reasonable Accommodation/Modification Policy and

Procedures as presented. All members voted in favor.

**Adjournment:**

Motion made by D. Kirby, seconded by C. Ramsey to adjourn at 5:17 p.m. All

Members voted in favor.

Next meeting – October 11 at 4:30 p.m. at Turnure Terrace.

Respectfully Submitted,

Barbara Heaphy

Secretary/Executive Director