The **REGULAR VIRTUAL** meetingof the LHA was held on Tuesday, May 19, 2020 at 4:30 p.m.

The meeting was called to order by Chairman, L. Messana at 4:33 p.m.

1. Roll Call: Present – L. Messana, Chairman, D. Kirby, Treasurer, T. Sorrentino, Member,

 B. Heaphy, Executive Director, J. Mercer

 Absent – C. May, Vice Chairman/State appointee, D. Prew, Member

1. **Tenant Forum:** No requests.
2. **Minutes:** Motion made by D. Kirby, seconded by T. Sorrentino to approve the minutes of the April 14, 2020 meeting. All members voted in favor.
3. **Curtis Commercial Space:**

J. Mercer reported that Apella hired a marketing company at lease renewal and expects a commission of $7000-$9000. The broker looked at other spaces but tenants would prefer to stay at the Curtis. Even with a lease renewal, a commission was expected. Jim was not aware of this. The Board agreed the marketing company showed a lack of transparency. After much discussion, the Board agreed to make a counter offer of $3500 commission to pay over time along with paying for a lighting upgrade in the hallway. Motion made by T. Sorrentino to give Jim authority to negotiate with Apella for up to $3500 commission into two payments over a two year period. Second motion that Barbara execute the lease. Diana seconded the motions. All members voted in favor.

 **d. Accounts Payable:**

Barbara reported that as of March 31, 2020, 689 balance is $58,870.33. 4001 balance is $118,205.49. Commercial balance is $117,674.34. Commercial savings is $60,406.06. All but one rent is paid. Tenant has been making partial monthly payments as per repayment agreement.

**Old Business:**

Vacancies – There are two vacancies at the Curtis as of May 1st.

Waitlists – 533 elderly- 26 local, 26 veterans, 3 local/vet. 1361 families 8 local, 25 veterans. There are around 381 family applicants that don’t qualify here because there are only two and three bedroom apartments and they’ve requested a different bedroom size.

 Building Property Maintenance – Barbara is working on the FY21 Capital Plan with

 Stan from RCAT. Barbara does not know when the Curtis parking lot project will move

 Forward. Stan was able to move the Curtis window trim project closer to FY22 and FY23.

 Mike has done a lot of clean up of the grounds at Turnure terrace, mowing and weed

 wacking.

 Town of Lenox - Free meals and masks – Several tenants are still receiving meals. Mask

 Personnel Issues - Barbara and Shannon continue to work in the office the majority

 of the day.

 Public Housing Notices – PHNs 2020 17: reporting deadlines and requires certification

 Dates have been pushed out 60 days. Any in person AUPs will not be approved until the

 Governor lifts the State of Emergency. Lenox’s was scheduled at the end of March.

 PHN 2020-18: Protection of personal data when working at home – tenant files . No

 Unauthorized individual has access to this data. 2020-19: PMR information did not

 pertain to Lenox with FY 9/30/2020. PHN – 2020-20: limiting access to high and

 mid-rise developments with single entry. DHCD recommends hiring extra staff to

 check in visitors after hours and hire security to attend the front door 24/7. The

 Curtis is considered a mid-rise building with four secure entries that tenants use

 Regularly. Tenants have been notified of limiting visitors to essential visitors - home

 health aides, other caregivers, etc. Tenants are complying with this. PHN-2020-21A:

 Rent policy – An upward freeze on tenant’s with increased income due to essential

 employment, increased hours or enhanced unemployment through July 31st. Rent

 cap on June and July rents. Tenants will be charge no more than the amount of their

 March 1st rent.

 **New Business :**

 Regional Legal Services Program – DHCD created this program to assist Western MA

 Housing Authorities with legal services and provide funding depending on portfolio

 size. Lenox is funded at $4000 annually. There are six pre-qualified law firms parti-

 cipating. Two are in Springfield, one in Holyoke, one in Worchester and two in Boston.

 Their hourly rates range from $165 - $1200. There will be training in the future.

 Barbara attended one webinar so far. Motion made by D. Kirby to approve the

 Regional Legal Services Participation Agreement. T. Sorrentino seconded it. All

 Members voted in favor.

 **Adjournment:**

Motion made by D. Kirby, seconded by t. Sorrentino to adjourn at 5:30 p.m. All

 Members voted in favor.

 Next meeting - Tuesday, June 9, 2020.

Respectfully Submitted,

 Barbara Heaphy

 - Secretary/Executive Director