

The **REGULAR** meeting of the LHA was held on Tuesday, September 18, 2018 at 4:30p.m. at The Curtis, 6 Main Street.

The meeting was called to order by Chairman C. May at 4:30 PM.

1. Roll Call: Present – C. May, Chairman/State Appointee,
Diana Kirby, Treasurer, Tess Sorrentino, Member, B. Heaphy,
Executive Director, Jim Mercer, Property Manager
Absent - L. Messana, Vice Chairman, M. Pero, Member

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** August meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve August minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
The commercial bathroom is complete and the Certificate of Substantial Completion needs a board vote. Motion made by D. Kirby, seconded by T. Sorrentino to approve the Certificate of Substantial Completion for the commercial bathroom. All members voted in favor.
Jim reported that there is a leak in the pharmacy from the apartment above. Barbara has asked Pat to re-caulk the shower/tub in 213, which is the apartment directly above the pharmacy. Also, Jim reported that the remaining replacement windows are ordered for the pharmacy and will go in before winter.
Accounts Payable:
As of July 31, 2018: 689 balance is \$74,900.97. 4001 balance is \$136,269.80.
Commercial balance as of 6/30/2018 is \$130,779.90. Commercial Savings statement as of 6/30/2018 is \$60,129.02.
- d. **Old Business:**
Vacancies - The Curtis is 100% occupied. There is one vacancy at Turnure Terrace. There is one off line apartment at Turnure Terrace.
Waitlists – 68 elderly, 4-2 bedroom, 9-3 bedroom
Building/Property Maintenance – Drainage Project at Turnure Terrace – Certificate of Substantial Completion: Motion made by T. Sorrentino, seconded by D. Kirby to approve the Cert. of Substantial Completion for the drainage project at Turnure Terrace. All members voted in favor.
Golden Hill Road bathroom is now in use, both shower and toilet. The final inspection was done and approved.
Regulatory Updates – Barbara went to the CHAMP (Common Housing Application for Mass Public-Housing) Training in Holyoke on August 27th. Erin entered the paper waitlist into an excel spreadsheet that was just downloaded by DHCD on to the Centralized waitlist. All applications will now be entered on line. No more books. The Waitlist is expected to go public by January 1, 2019.

Town of Lenox – The Cell Antenna RFP was sent to Dave McClave at DHCD for review. He pointed out many changes that needed to be made. Gwen Miller, Town Planner, will edit and make the required DHCD changes. When completed, Barbara will email a copy to board members.

e. New Business:

Turnure Terrace roof leak/mold remediation-

The wet bedroom closet in one tenant's apartment turned out to be a roof leak that affected eight apartments. Bartini Roofing made repairs on roof which included repair of copper flashing and sealing the wall with silicone where brick and siding meet. Barbara is also looking into funding for a new roof. Catamount Cleaning came in and opened up the eight closets and removed affected sheetrock, and dried everything out. One of the apartments was tested by Walter Baenzinger at the tenant's request. Results are not in yet. T. Sorrentino recommended testing all the apartments before they are put back together.

The Curtis – Parking Reconstruction & Site Improvements - This project is currently in the works. A designer is being picked now and it should go out to bid in the winter.

Barbara reported that two tenants approached a Lenox resident stating that 2-4 Curtis residents are abusing their leases and renting their apartments as short and long term rentals. Also, the Housing Authority's management and maintenance might be benefiting from this arrangement. Barbara stated that this is absurd and totally false. Barbara will review the lease for specific verbiage on subleasing and check with the Housing Authority attorney as well.

With the upcoming retirement of Lee and Stockbridge Housing Authority Directors, C. May suggested forming a creative collaborative with the new directors in the future. Authorities could possibly share buying maintenance supplies at better prices, and share payroll.

Next meeting is October 9th at 4:30.

Adjournment:

Motion made by T. Sorrentino, seconded by D. Kirby to adjourn at 5:40 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director