

The **REGULAR** meeting of the LHA was held on Tuesday, March 26 at 4:30p.m. at The Curtis, 6 Main Street.

The meeting was called to order by Chairman C. May at 4:32

1. Roll Call: Present – Chairman C. May, L. Messana, Vice Chairman, Diana Kirby, Treasurer, T. Sorrentino, Member, B. Heaphy, Executive Director, Jim Mercer, Commercial Property Mgr  
Absent - none

2. Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** March 12 meeting – Motion made by T. Sorrentino, seconded by L. Messana to approve March 12 minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**  
Jim reported that Sue Parsley wrote up a business plan and agreed to the new, one year lower rent. Lease starting May 1, 2019. If she chooses to renew, rent will increase and term will be for three years.  
Jim will look into new carpeting for Commercial entry way and hallway.  
413 Plumbing is scheduled to come back and redirect piping and plug holes where heating pipes come through bathroom floor of the commercial bathroom.
- d. **Accounts Payable:**  
Barbara reported that as of January 31, 2019, 689 balance is \$81,181.47. 4001 balance is \$94,239.24. Commercial balance is \$124,679.00. Commercial savings is \$60,230.70.
- e. **Old Business:**  
Vacancies – There is one vacancy at the Curtis that will be filled as of April 1, 2019. The other came vacant at the end of February. There is one vacancy at Turnure Terrace. One was filled March 1<sup>st</sup>. One is still off line. The new CHAMP waitlist system with new forms and procedures is taking longer to pick top applicant since it allows more time to respond to offers and update letters.  
Waitlists – 115 elderly, 10-2 bedroom, 15-3 bedroom. Rents are paid in full through March 31, 2019.  
Building Property Maintenance - Barbara is waiting for an update from McAllister, the architect for the roofs at Turnure Terrace. He is behind schedule.  
The Curtis Parking Lot Schematic Design was just approved by DHCD. Michael Andrade from Graves engineering said the construction would most likely start late summer. Offsite parking will be needed for the tenants. Pharmacy parking will also be impacted. Barbara will let the commercial tenants know when the construction will begin. She will contact Mary Ellen in the selectmen's office as well, for suggestions on where tenants can park.  
Regulatory Updates - CHAMP waitlist is up and running but DHCD is still tweaking it before it goes live to applicants. Barbara stated the biggest issue is the length of time it takes to screen applicants when the amount of time to fill apartments is 60 days.

Town of Lenox – Barbara went to the cell and WIFI service meeting at the library. Members of the finance committee presented and talked about in town progress with these services. The Curtis rooftop cell antenna proposal was briefly discussed. Barbara gave an update stating the RFP was written by Gwen Miller and is being reviewed by DHCD. It can't go out to bid without DHCD's approval. The board agreed that the RFP should name the Curtis building only for the cell antenna and the lease should be no longer than five years. The RFP will be changed. Currently, the RFP names three buildings, The Curtis and the two family buildings. It will be changed.

**f. New Business:**

Executive Director Contract was reviewed. It is for three years due to expire on September 30, 2021. Motion made by T. Sorrentino, seconded by D. Kirby to accept Barbara's contract of employment. All members voted in favor.

Patricia Lafore resigned as the attorney for several Western MA Housing Authorities including Lenox. C. May suggested the Berkshire County directors hire an attorney together. Barbara will look into it.

Barbara got an estimate for a security camera in the Community Room from Lee Audio. Two cameras would be installed with a monitor in the office. Cost - \$3,682.00. Motion made by T. Sorrentino, seconded by D. Kirby to accept the security camera proposal for the Curtis. All members voted in favor.

Barbara will get a signed letter from Pat Boyne with his last day of work and any vacation time he plans to take.

Barbara's yearly evaluation will be reviewed with Barbara by C. May and any other board member who wants to attend.

Next meeting will be May 14<sup>th</sup>, 4:30 p.m. at Turnure Terrace.

**Adjournment:**

Motion made by D. Kirby, seconded by T. Sorrentino to adjourn at 6:10 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director