

The **REGULAR** meeting of the LHA was held on Tuesday, July 9, 2019 at 4:30p.m. at The Curtis, 6 Main Street.

The meeting was called to order by Chairman C. May at 4:25 P.M.

1. Roll Call: Present – L. Messina, 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. L. Messina mentioned a tenant at Turnure Terrace requested that an exercise bike she bought be put in the Community Room. Barbara and board agreed it would be a liability. The Community Room isn't a community center or fitness center so it would not be appropriate. Barbara will write a letter to the tenant.
- b. **Minutes:** May 14, 2019 meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve May 14th minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
Jim reported he's having trouble getting a floor sander to touch up the sides of the hallway floor before the new carpet is installed. Haddad's is providing and installing the new carpet once the floor is done. The old one has been ripped out already.
Jim would like to put one more coat of paint on the concrete at the Commercial entrance.
- d. **Accounts Payable:**
Barbara reported that as of May 31, 2019, 689 balance is \$73,647.83. 4001 balance is \$92,876.82. Commercial balance is \$124,396.92. Commercial savings is \$60,280.16.
- e. **Old Business:**
Vacancies – There is one vacancy at the Curtis that will be rented by July 15th. There are two vacancies at Turnure Terrace. One needs extensive work and the other is ready to lease up. Waitlists – 190 elderly, 327 family. Barbara will filter waitlist to break down local, veteran and emergency applicants. Rents are paid in full through June 30, 2019.

Building Property Maintenance - Turnure Terrace Roof Project: On June 4th, Steve McAllister from Clark and Green Architects submitted the complete bidding package to DHCD. The Curtis parking lot construction documents with drawings and specifications were submitted to DHCD on 4/29. To date, they have still not been approved. It looks more like the work will be done next spring.

Regulatory Updates - There is a new management tool for capital planning called Cap Hub. LHA's are being trained on webinars to use it. Cap Hub was designed to help LHAs, DHCD and all other stakeholders involved in implementing and managing capital projects more efficiently.

Town of Lenox – Dave McClave at DHCD gave the ok to submit the Cell Antenna RFP. Barbara left a message with MaryEllen Deming in Selectmen's office. Barbara also spoke with Jessica in the Land Use Dept. who will assist with getting the RFP out to bid.

Personnel Issues – After interviewing eight candidates, Mike Sullivan was hired for the maintenance position opening. Pat Boyne retires in August after twenty years with the Lenox Housing Authority. Mike brings twelve years maintenance experience to the position. He starts on July 22, working alongside Pat for four weeks. A board member suggested since Shain Bosworth already works at the Housing Authority winters, maybe he would be interested in filling in when Mike goes on vacation. Barbara will check into this.

Public Housing Notices – 2019-13: Technical assistance for vacant land development. 2019 – 14: Notice of funding availability. There is funding for housing development. The Housing Authority owns about five acres at Turnure Terrace. About a year ago, BU was approached about possibly donating land that abuts Turnure Terrace. They weren't interested at the time but might have a change of heart with new management.

New Business:

The AUP Audit was conducted at the end of April for FY ending September 30, 2018.

There were two exceptions found in Rent Collection:

Segregation of duties – currently, assistant collects rents, records receipts, makes out deposit slips, takes to the bank and reconciles bank statements. Director will assist with this process, signing off on deposit slips and assisting with taking deposits to bank.

Accuracy of rent calculation – Director will make sure medical deductions have third party verification for back up in the tenant file. All income and deductions used in calculating rents must have back up.

Annual Performance Evaluation of Executive Director – Each member of the board completed an evaluation and returned to chairman. The combined rating on each category was 4-5 with the best performance equal to 5. Executive Director does her job well, has knowledge and skills required to keep Housing Authority running successfully for tenants, the Authority and DHCD.

Board thinks it is beneficial for Barbara to do performance evaluations on employees also.

Board members phone in to meetings – T. Sorrentino made a motion to amend procedures to allow video or phone representation in meetings. D. Kirby seconded it. All members voted in favor.

Next meeting will be August 6, 4:30 p.m. at The Curtis

Adjournment:

Motion made by C. May, seconded by T. Sorrentino to adjourn at 5:56 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director