

The REGULAR meeting of the LHA was held on Tuesday, March 20, 2018 at 4.30 pm at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman C. May at 4:30 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, M. Pero, Vice Chairman, Diana Kirby, Treasurer, Tess Sorrentino, Member,
B. Heaphy, Executive Director, Jim Mercer, Prp. Mgr.
A. Burke, tenant
Absent - Linda Messina, member

Agenda:

- a. **Tenant Forum:** No requests
 - A. Burke, tenant at Turnure Terrace, requested a sign in the laundry room asking tenants to be considerate of others and use only one washer when doing laundry.
 - B. Heaphy will put one up.
- b. **Minutes :** February meeting
Motion was made by M. Pero, seconded by T. Sorrentino to approve February minutes with corrections. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
Commercial Bathroom – Five contractors bid on this project. The low bid was \$29,467. The other four bids were in the high forties. After Tom Chalmers, Austin Design did a thorough reference check on Salco Construction Company, low bidders, from Pittsfield, he recommends awarding this contractor the project.
Motion made by D. Kirby, seconded by M. Pero to accept the low bid of \$29,467. By Salco Construction Inc. All members in attendance voted in favor. Marge made motion to appoint B. Heaphy contract officer. D. Kirby seconded the motion. All in attendance voted in favor. J. Mercer will be involved in coordinating the project with B. Heaphy. Jim listed the vacant Commercial space with MSL. Has been a little interest but no follow up as of yet.
A few of the pharmacy windows have been replaces each year. There are about eight left. Jim stated that it costs around \$5,000.00 to replace two. He will have a quote at next meeting.
Accounts Payable: January balance sheets – 689 balance is \$68,803.00. 4001 balance is \$97,656.93. Commercial balance as of 01/31/2018 is \$113,584.12. Commercial Savings Statement as of 01/31/2018 is \$60,080.50.
- d. **Old Business:**
There will be one vacancy at the Curtis the end of March. There is still one basement apartment at Turnure Terrace that hasn't rented. Seven applicants have refused so far. The two bedroom family unit is rented for April 1st. Another unit in the Curtis is rented for April 1st. One at Turnure Terrace is rented for April 1st.
The Drainage Project bids were received on March 7th. There were two bids. The low bid was Precise Paving from Brimfield at \$37,250.00. Tighe & Bond checked their references and they were very satisfactory. Also, Barbara checked with GBHA on a paving job they recently did. GBHA was pleased with their work. Based on references received, motion made by M. Pero, seconded by D. Kirby to accept the bid of \$37,250.00 by Precise

Paving. All members voted in favor. Barbara could not provide name of the other bidder and will have it at the next meeting.

Paul Horton submitted a quote of \$10,800 to renovate the Community Room at Turnure Terrace. This will include new drywall ceiling and light fixtures, new kitchen cabinets and paint. This proposal requested ½ payment of \$5400 at start of job. This is not a business practice of the Housing Authority. Barbara will talk to Paul Horton.

The furniture is in need of replacing as well. Hotels and other business that refurbish might be willing to donate used furniture.

A door to the laundry room would be around \$800.

New fence at Golden Hill Road will be done in the spring.

Barbara spoke to Erin about a payroll company. Erin didn't think it is necessary with three employees, it takes about five minutes to do the payroll once a week. However, there are other advantages a payroll company would offer. Barbara will contact a payroll company and ask that someone come talk to admin. assistant and ED.

Barbara will let applicants know there is transportation from Turnure Terrace to town provided by the Council on Aging. Times and schedule are listed on the monthly publication distributed by the COA.

Barbara's Performance Evaluation review is scheduled for Monday, April 2nd at 3:00 p.m.

e. New Business:

The Agreed Upon Procedures Audit (AUP) will take place on Thursday, March 29th. Auditors will be at the Housing Authority most of the day.

Barbara got a price from Bathfitters for a tub and shower surround in one of the family units. The tile is old and tub is scratched and discolored. Board agreed to go ahead with it.

The washer dryer contract with MacGray should be reviewed. J. Mercer mentioned another company, Automatic Laundry which gives a higher commission (50%).

f. Adjournment:

Motion made by M. Pero, seconded by D. Kirby to adjourn at 6:15. All members in attendance, voted in favor.

Next meeting: Tuesday, April 3rd, at Turnure Terrace at 4:30.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director