

The REGULAR meeting of the LHA was held on Tuesday, April 3, 2018 at 4.30 pm at Turnure Terrace, 36 Old Stockbridge Road.

1. The meeting was called to order by Chairman C. May at 4:34 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, M. Pero,  
Linda Messana, Member,  
B. Heaphy, Executive Director, Jim Mercer, Prp. Mgr.

Absent - Diana Kirby, Treasurer, Tess Sorrentino, Member

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes :** March meeting  
Motion was made by M. Pero, seconded by C. May to approve March minutes  
All in attendance voted in favor.
- c. **Curtis Commercial Space:**  
Jim Mercer got a quote on replacing the 20 windows left in the Pharmacy from Doug Trombley at \$9,557.00. L. Messana made a motion to accept Doug Trombley's bid.  
M. Pero seconded it. All in attendance voted in favor.  
Commercial Bathroom – Salco Construction was notified that they were approved as the low bid at \$29,467.  
Jim mentioned the Pharmacy door replacement would be difficult to price.  
**Accounts Payable:** February balance sheets – 689 balance is \$72,523.90. 4001 balance is \$103,430.24. Commercial balance as of 02/28/2018 is \$122,161.00. Commercial Savings Statement as of 02/28/2018 is \$60,080.50.
- d. **Old Business:**  
As of March 1<sup>st</sup>, there is one vacancy at the Curtis.  
All rents have been paid for March.  
Recertifications for April 1, 2018 are complete.  
Waitlists: 55 elderly, 3 2bedroom families, 5, 3 bedroom families. Outreach will continue to local churches, schools, local banks,  
**The Drainage Project** – Precise Paving was notified that they are the approved low bidder. Their bid was \$37, 250. The other bid was Sandstone Paving from Marion, MA at \$38,700.  
**Turnure Terrace Community Room Renovation** begins next week. Paul Horton is doing the work. Lenox Garden Club could possibly help spruce up the patio off the Community room. The plan is to replace the furniture. L. Messana will check out tag sales. Donations from local resorts or assisted living agencies are being checked out as well.
- e. **New Business:**  
**Adirondack Payroll Company** – Barbara and Erin met with the owner to learn about the process. The board would like the Housing Authority to use the payroll service. It will be more efficient with keeping records of earned time off, overtime, etc.  
**The Executive Director's Performance evaluation** was reviewed and discussed with Barbara, by Chairman, C. May. Barbara was pleased with her first year evaluation.

**f. Adjournment:**

Motion made by M. Pero, seconded by L. Messina to adjourn at 6:20. All members in attendance, voted in favor.

Next meeting: Tuesday, May 15<sup>th</sup>, 4; 30 at the Curtis

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director