

The REGULAR meeting of the LHA was held on Tuesday, July 10, 2018 at 4.30 pm at The Curtis, 6 Main Street.

The ANNUAL meeting was postponed until next month, due to lack of members attending. Motion made by Diana, seconded Tess to reschedule it for August. All members voted in favor.

1. The meeting was called to order by Chairman C. May at 4:35 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, Tess Sorrentino, member,  
Diana Kirby, Treasurer, B. Heaphy, Executive Director,  
Jim Mercer, Property Manager  
Absent - M. Pero, Vice Chairman, L. Messina, Member  
Others Present - Dave Roche, Selectman, Vitas Basauskas, Finance Committee, Chris Ketchum, Town Manager

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes :** June meeting  
Motion was made by T. Sorrentino, seconded by D. Kirby to approve June minutes.  
All in attendance voted in favor.  
M. Pero has requested an indefinite medical leave of absence from the board. Motion made by T. Sorrentino, seconded by D. Kirby to accept this request. All members voted in favor.
- c. **Curtis Commercial Space:**  
Jim reported that the commercial bathroom project is going very well.  
Change Order: Add round window to bath wall at an additional cost of \$487.30 – Motion made by D. Kirby, seconded by T. Sorrentino to accept proposed change order. All members vote in favor.  
Change Order: Add new red oak door & hardware at an additional cost of \$1158.35 – Motion made by D. Kirby, seconded by T. Sorrentino to accept the proposed change order. All members voted in favor.  
Change Order: Contract time extension of a week - Motion made by T. Sorrentino, seconded by D. Kirby to accept the proposed change order. All members voted in favor.  
Also, Jim mentioned that the landscape pruner will start trimming the hedges.

David Roche, Selectman, Chris Ketchum, Town Manager and Vitas Basauskas, finance committee, arrived at 4:45.

**Cell Antennas at the Curtis:**

C. May began by saying that David Vivian from Verizon said that other sites for better cell service in town, won't work. Chris Ketchum stated that there are serious gaps in current coverage. Legislature will soon require state municipalities to install cell antennas to improve cell service for overall economic development. Chris will get more information on this for the next meeting. Barbara will find out more from DHCD and will continue to find a housing authority that has used one of its buildings for cell antennas. Leominster was mentioned as one. Barbara will also contact Gwen Miller, Town Planner to assist in writing the RFP. When writing RFP, use 6 Main and 11& 13 Church Street addresses.

**d. Accounts Payable:**

As of May 31, 2018, the 689 balance is \$67,456.79. 4001 balance is \$109,943.945.

Commercial balance as of 05/31/2018 is \$113,617.81. Commercial Savings Statement as of 05/31/2018 is \$60,117.09.

**d. Old Business:**

There is one vacancy at the Curtis. It should be ready for occupancy within a few weeks. Rent Collection – All rents are paid through June, 2018.

Waitlists – 57 elderly, 3-2bedroom, 7-3 bedroom

Buildings/Property maintenance –

The Turnure Terrace Community Room looks great. Renovation is complete. Thank you to D. Kirby and L. Messina for all your help and for adding the final touches that pulled the room together and made it warm and welcoming.

Drainage Project at Turnure Terrace is complete. The tenants whose plantings were disrupted were very pleased in the end with results. The contractors were very careful and considerate of the tenants while working. They were able to save the vines in question as well. They did a great job re-installing the patios. The two vacant apartments are now being prepared for occupancy.

Regulatory Updates-

In person training, migration of waitlists will begin in July.

Personnel Issues – Erin Gray rescinded her resignation which was brought on by health issues she's been dealing with the past several months. Barbara told her the board would work with her. She decided to stay. C. May said to get Erin's decision to stay in writing. Barbara will do so. Barbara wrote an amendment to her contract- earned vacation may be taken after having completed six consecutive months of work. From the first year and each year hereafter, 4 weeks vacation leave is granted. Motion made by T. Sorrentino, seconded by D. Kirby to accept the amendment to the Executive Director's contract. All members voted in favor.

**e. New Business:**

Golden Hill Road bathroom – Even though DHCD granted a waiver from the formal bidding and advertising regulations, written quotes were required from contractors.

Two quotes came in, one from RPS Enterprises at \$72,350.00 and the other was dean Couture, General Contractor at \$35,223.30. Motion to accept Couture as the low bid was made by T. Sorrentino, seconded by D. Kirby. All members voted in favor.

C. May brought information about Board Ethics training coming up in Holyoke on September 22<sup>nd</sup>.

Next meeting is August 7<sup>th</sup> at 4:30.

**Adjournment:**

Motion made by D. Kirby, seconded by T. Sorrentino to adjourn at 6:03 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director