

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, April 14, 2020 at 4:30 p.m.

The meeting was called to order by Chairman, L. Messana at 4:32 p.m.

1. Roll Call: Present – L. Messana, Chairman, C. May, V. Chairman/State Appointee,  
D. Kirby, Treasurer, T. Sorrentino, Member,  
B. Heaphy, Executive Director, J. Mercer

Absent – D. Prew, Member

- a. **Tenant Forum:** No requests.
- b. **Minutes:** Motion made by D. Kirby, seconded by C. May to approve the minutes of the March 10, 2020 meeting with one correction. All members voted in favor.
- c. **Curtis Commercial Space:**  
J. Mercer reported that everyone is pleased with the new cleaning company. The Pharmacy has signed a renewal contract. Apella has asked the Housing Authority to make some improvements such as: fresh paint in offices, frosted windows, floor buffing. They like where they are but have been looking at other locations. After a discussion, motion made by T. Sorrentino that we negotiate with Apella to sign the new five year lease which would include a \$2500 credit toward improvements. Apella would submit receipts for improvements. D. Kirby seconded the motion. All members voted in favor. Sue Parsley is asking for a rent reduction due to the recent water damage in the yoga studio and yoga classes being cancelled due to the corona virus. Motion made by D. Kirby to approve Sue's lease beginning May 1, 2020 for a year at \$1250 and to address it again in a year. C. May seconded it. All members voted in
- d. **Accounts Payable:**  
Barbara reported that as of February 29, 2020, 689 balance is \$55,152.88. Transferred \$17,546.17 to 4001 on 2/20/2020. 4001 balance is \$123,247.17. Commercial balance is \$109,594.12. Commercial savings is \$60,392.27.
- e. **Old Business:**  
Vacancies – There are no vacancies  
All but one rent is paid in full. Tenant has been making partial monthly payments as per repayment agreement.  
Waitlists – 512 elderly- 22 local, 28 veterans, 5. 1296 families - 6 local.  
There are around 190 family applicants that don't qualify here because there are only two and three bedroom apartments and they've requested a different bedroom size. All but one rent is paid. Tenant has been making partial monthly payments as per repayment agreement.  
Building Property Maintenance – The parking lot bids came in on March 19<sup>th</sup>. There were six in all. Saltmarsh Industries, Inc. from Southwick was the low bidder at \$92,000. On March 23<sup>rd</sup>, for reasons of tenant and worker safety around the corona virus pandemic, the Lenox Housing Authority has decided to postpone the start of construction for an undetermined time. When the time is determined, the low bidder will be notified but if contractor decides not to do the work for bid price, the project will be rebid.

Town of Lenox - The Town is providing one meal a day to anyone who signs up. The meals are being prepared at the high school. Many of the tenants are taking advantage of this offer. Local restaurants are donating food for the meals as well as Whorles.

Personnel Issues - Mike has been spending most of his time cleaning and sanitizing. Routine work orders are not being done, just emergencies. If Mike has to go into an Apartment, he wears a mask and gloves. The tenant is called beforehand to make sure He/she is feeling ok. Tenant is asked to move to another room.

Barbara and Shannon are working together limited hours and stagger hours as much as Possible. They both work from home part time.

Public Housing Notices – PHNs 2020 7-16 have come out since March 10<sup>th</sup> regarding COVID-19 for Public Housing. Information, preparation, interim rent redeterminations, Guidance on evictions, procuring PPE (personal protection equipment) wipes, Disinfectant, hand sanitizer, Resident Service Coordinator resources and remote public meetings.

**New Business:**

Covid 19 Preparing for and responding to in Public Housing – During this crisis, the office Is closed to the public. Tenants can call or email. There is a drop box for each property Made available for tenants to pay rents. Tenants are being called and checked on. They Are asked how they are feeling and what their needs are. Tri-Town Health will contact The Housing Authority if there is a positive case and what the protocol is. So far the Housing Authority has not been contacted.

Signs have been posted highly recommending wearing masks in the Community Room And hallways. Signs are posted requiring visitors to wear masks and gloves.

**Adjournment:**

Motion made by C. May, seconded by D. Kirby to adjourn at 5:26 p.m. All Members voted in favor.

Next meeting - Tuesday, May 12th

Respectfully Submitted,

Barbara Heaphy  
- Secretary/Executive Director