

The REGULAR meeting of the LHA was held on Tuesday, January 24, 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, D. Kirby, Treasurer, Linda Messina, member, B. Heaphy, Executive Director, Jim Mercer  
Absent - T. Sorrentino

**Agenda:**

- a. **Tenant Forum:** No requests
- b. **Minutes :** November meeting  
Motion was made by D. Kirby, seconded by L. Messina to approve December minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**
- d. The commercial bathroom – Jim contacted the Historic District and they don't need to get involved with this project. Jim and Barbara will continue to communicate and work together on this project. The project will be going out to bid within thirty days.
- e. There has been interest in the downstairs space by an interior decorator to use for storage but so far no commitment. A local TV station might be interested – great location. Reduce the rent to spark more interest?  
Curtis drainage needs to be addressed and also brick repair and repointing at the Curtis.
- f. **Accounts Payable:** November balance sheets – 689 balance is \$68,728.72. 4001 balance is \$120,967.68. Commercial Balance as of 11/30/2017 is \$103,275.25. Commercial Savings is \$60,072.05.
- g. **Old Business:**  
There is one vacancy at the Curtis, one at Turnure terrace and one two bedroom family. Two apartments at Turnure Terrace are offline. The family waitlists are short and it was suggested Barbara contact the schools and pastors of the different churches about the family housing that is offered by the Housing Authority. There is a need and many in town might not know about the family housing at the Curtis.  
Barbara will ask Paul Horton to look at the community room at Turnure Terrace to come up with ideas to spruce it up with prices: new cabinets, ceiling, light fixtures etc.  
It would be beneficial if the COA van could take tenants to the food pantry, Sat. from 10-11.  
Marge mentioned foot nurse visits monthly, mani/pedi specials for tenants.
- h. **New Business:**  
On December 18<sup>th</sup>, DHCD came out to conduct our first annual performance maintenance review. Carolina Gonzalez, asset manager, reviewed occupancy rate, certifications, and reporting submissions to actual variance, operating statements, capital improvement plan submissions and capital spending. She cited one finding on late submission of quarterly operating statements. There were no other findings. Bruce Burdick, facilities manager, went over the work order system and made recommendations. He inspected four apartments and Pat corrected any violations were found. These inspections were entered into the work order system and sent to DHCD.  
Budget Guidelines and new executive director salary schedule came out. Sue can do a

Budget meeting in February.

With a new board member, new signature cards need to be signed by all board members. Cathy May passed out an annual performance evaluation to all board members for the Executive Director.

**i. Adjournment:**

Motion made by D. Kirby, seconded by L. Messina to adjourn at 4:45 pm. All members voted in favor.

Next meeting: Tentatively – February 27<sup>th</sup>. Regular meeting at 3:00. Budget meeting at 3:45

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director