

The **REGULAR** meeting of the LHA was held on Tuesday, August 6, 2019 at 4:30p.m. at The Curtis, 6 Main Street.

The meeting was called to order by V. Chairman L. Messana at 4:30 P.M.

1. Roll Call: Present – Diana Kirby, Treasurer,  
T. Sorrentino, Member, B. Heaphy, Executive Director,

Absent - C. May, Chairman

2. Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** July 9, 2019 meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve July 9<sup>th</sup> minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**  
Jim is still trying to get an estimate from a floor sander for the commercial hallway. L. Messana said she knows a few contractors Jim could try if he continues to have no luck.
- d. **Accounts Payable:**  
Barbara reported that as of June 30, 2019, 689 balance is \$77,367.34. 4001 balance is \$84,243.39. Commercial balance is \$132,886.88. Commercial savings is \$60,291.71.
- e. **Old Business:**  
Vacancies – The Curtis is 100% occupied. There is one vacant apartment at Turnure Terrace that is being worked on.  
Waitlists – 209 elderly- 21 local, 10 veterans, 5 local/veterans. 458 families.  
Rents are paid in full through July 31, 2019.

Building Property Maintenance - Turnure Terrace Roof Project: This project went out to bid electronically on July 9<sup>th</sup>. Bids are to be submitted online and instructions are available on [www.projectdog.com](http://www.projectdog.com). General bids will be received until 2:00 p.m. on August 22<sup>nd</sup>. I have advertised in the Berkshire Eagle and sent the advertisement to some local roofers. The Curtis parking lot site work will go out to bid soon, around the 29<sup>th</sup> of August. Work will begin in the spring.

Regulatory Updates - Nothing new this month

Town of Lenox – Cell antenna RFP update: Jessica Cody in the Town Planners' Office gave me an update. She is working with Chris who just got back from vacation.

Personnel Issues – Mike Sullivan was hired for the maintenance position. He started work on July 22<sup>nd</sup>. He's been learning the job with Pat, and meeting the tenants. It's all going very well. Pat's last day is August 16<sup>th</sup>. On August 15<sup>th</sup> at 10:00 a.m., there will be a retirement party for Pat. Board members are invited.

Public Housing Notices – Nothing new this month.

**New Business:**

Barbara's contract came back rejected from DHCD after it was submitted two months ago. It was returned with a list of corrections. Barbara made the corrections and needs another board vote with signatures to resubmit. Motion made by D. Kirby, seconded by T. Sorrentino to approve the Executive Director's amended contract. All members voted in favor.

Approved capital plan is for the Turnure terrace roofs and Curtis site work projects going forward this year. If something else comes up that needs to be addressed, a budget revision will have to be done. One project, The Curtis window trim work, is one of those projects

**Adjournment:**

Motion made by L. Messina, seconded by D. Kirby to adjourn at 5:00 p.m. All Members voted in favor.

Next meeting - Tuesday, September 17<sup>th</sup>, 4:30 p.m. at Turnure Terrace

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director