

The **REGULAR** meeting of the LHA was held on Tuesday, June 15, 2021 at 4:30 p.m. at The Curtis, 6 Main Street.

The meeting was called to order by C. May at 4:30 p.m.

1. Roll Call: Present – C. May, Chairman/State appointee, D. Kirby, treasurer,  
D. Prew, member, K. Graham, member, C. Ramsey, member  
B. Heaphy, Executive Director,  
Others Present- tenants: D. Sheldon, T. Miller, R. Pelicotti

Absent – J. Mercer Commercial Property Manager

- a. **Tenant Forum:** No requests.
  - b. **Minutes:** Motion made by K. Graham, seconded by D. Kirby to approve the minutes of the May meeting. All members vote in favor.
  - c. **Curtis Commercial Space:**  
Barbara reported that a Child Psychologist is interested in taking the yoga space stating with Sept. 1<sup>st</sup> for \$1700 a month – five-year lease. J. Mercer is getting a price to put a bathroom in one of the small rooms. This would be an estimate from Salco Construction. The project would be put out to bid using DHCD Construction guidelines. Salco estimate on painting Curtis front porch is \$37,383. Board found it high and didn't see the necessity to paint at this point. The porch looks to be in good condition with exception of the ceiling.
  - d. **Accounts Payable:**  
Barbara reported that as of April 30, 2021, 689 balance is \$95,224.12. 4001 balance is \$149,334.59. Commercial balance is \$102,269.27. Commercial savings is \$60,569.51. All rents are paid in April.
- Old Business:**  
Vacancies – One vacancy at Turnure Terrace will be filled July 1<sup>st</sup>, possibly two. That leaves one vacancy that needs major reconditioning. It should be ready by August 1<sup>st</sup>. A two-bedroom list was pulled and an applicant from Dalton has been verified. It might be leased up by July 1<sup>st</sup>.

Waitlists – 869 elderly/handicapped, 2461- families.

Building Property Maintenance -

At Turnure Terrace, Mike and his helper, Rusty Wehner painted the small room on the left as You walk into the Community building. They installed cubbies for each tenant to receive Housing Authority notices. Once cubbies are numbered, they will be used for notices from The office. This saves staff the time from going door to door as has been done in the past. Immobile tenants will have the option of email by providing LHA with an email address. The 25 West Street 689 residence got a much-needed power wash.

Regulatory Updates- Mask requirement notices were replaced with "Masks aren't required in Community spaces for the vaccinated. Unvaccinated are expected to continue wearing Masks in all Community areas.

Town of Lenox – Cell antenna: Barbara went over the lease agreement with Anthony LePore.

Chris Ciolfi still has to provide exhibits. DHCD has other requirements for Chris as well. It should Be ready for July Board meeting.

Personnel Issues – none

Public Housing Notices- Notice from DHCD about the drastic construction cost increase in recent Months. Low bid approval on the last 6 months shows an average 92% increase in construction Costs from project creation to contract signing. DHCD is conducting a cost study to give us Updated and accurate costs for all CPS inventory items, building type replacement costs and the Labor costs of prevailing wages.

**New Business:**

Barbara requested a Berkshire Bank debit card for expenses that can't be paid for with a check like Paper products from Amazon Business that are cheaper in most cases. With a debit card we Would have more options to buy on line and get the best deals. Also, the card would be used To reserve and pay for hotels during conferences. Currently, Barbara used her own card for this. Limit would be \$2500. Motion made by K. Graham, seconded by C. May to approve a Berkshire Bank debit card with Barbara providing monthly statements to the board.

Pignatelli Electric will begin light pole installation at Turnure Terrace on June 21<sup>st</sup>. Job will be Completed by August 4<sup>th</sup>. Contract was under \$20,000 and signed on May 24<sup>th</sup>. Motion made By D. Kirby, seconded by D. Prew to approve the contract for the light pole installation at Turnure Terrace. All members voted in favor.

There were two bids on the roof replacement project at 45 Golden Hill Road: FRG Contractor Corp from Everett MA @ \$48,980 and Laroche Construction from South Hadley @ \$21,800. The architect reviewed the contractor's previous roofing projects and recommends Laroche. Motion made by D. Kirby, seconded by D. Prew to approve the low bidder. All members voted In favor.

A new state holiday was declared, Juneteenth Independence Day. It commemorates the Emancipation of the last slaves on June 19, 1865. Motion made by D. Kirby, seconded by D. Prew to approve for eligible employees and follow the Town guidelines in observing The holiday. All members voted in favor.

**Adjournment:**

Motion made by C. May, seconded by D. Prew to adjourn at 5:32 p.m. All Members voted in favor. Annual Meeting immediately followed.

Next meeting – July 13, 2021

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director

The **ANNUAL** meeting of the LHA held on Tuesday, June 15, 2021 at 4:30 PM at the Curtis, 6 Main Street.

1. The meeting was called to order by Chairman Catherine May at 5:33 PM.
2. Roll Call: Present – Catherine May, Chairman/State Appointee, D. Kirby, Treasurer, D. Prew, Member, K. Graham, Member, C. Ramsey, Member

Agenda:

**Board Reorganization**

K. Graham nominated **D. Kirby Chairman**. C. May seconded it. All members voted in favor.

K. Graham nominated **D. Prew Treasurer**. D. Kirby seconded it. All members voted in favor.

C. May nominated **K. Graham Vice Chairman**. D. Prew seconded it. All members voted in Favor.

K. Graham expressed interest in filing the seat on the CPC Committee.

The Board welcomed new member, Carol Ramsey to the Board.

Motion made by K. Graham, seconded by D. Kirby to adjourn the annual meeting at 5:42 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary