

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

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

1. Roll Call: Present – Chairman C. May, L. Messana, Vice Chairman, Diana Kirby, Treasurer, T. Sorrentino, Member, B. Heaphy, Executive Director, Jim Mercer, Commercial Property Mgr., Sue Honeycutt, Accountant  
Absent - M. Pero, Member

2. Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** November meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve November minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**  
Jim reported that due to the recurring toilet blockage problems we are having with the commercial bathroom, a new high power flush toilet has been installed. Tom Boyer from DHCD suggested installing a heat blow hand dryer and eliminating paper towels. He also suggested insulating the pipes in the basement.  
**Accounts Payable:**  
Barbara reported that as of October 31, 2018, 689 balance is \$78,624.19. 4001 balance is \$109,364.41. Commercial balance as of October 31, 2018 is \$139,365.03. Commercial Savings is \$60,167.69.
- d. **Old Business:**  
Vacancies – There is one vacancy at the Curtis and two at Turnure Terrace. Both apartments are being worked on for occupancy. There is one off line apartment at Turnure Terrace.  
Waitlists – 105 elderly, 10-2 bedroom, 15-3 bedroom Rents are paid in full through December.  
Building/Property Maintenance – The architect for the roofs at Turnure Terrace was selected. Steve McAllister from Great Barrington was chosen from the DHCD House Doctor list. He's worked for Gt. Barrington Housing and East Hampton Housing. Barbara has a meeting with him on January 3<sup>rd</sup> at Turnure Terrace. The Curtis parking lot project is underway. Barbara, Graves Engineering and DHCD are scheduled to meet by conference call on the 17<sup>th</sup>.  
Regulatory Updates – Fall Housing Conference in Natick, December 3, 4. Barbara Attended and found it informative. She attended sessions on the waitlist portal – CHAMP, Maintenance and Repair Service Contracts, advantages of partnering with Community organizations, and partnerships to create affordable housing, mentoring Your replacement; succession planning and small agency round table, discussing Budgets, PMRs and AUPs.  
Town of Lenox – Cell antenna RFP is ready for review. Barbara will submit it to DHCD for final approval.

Personnel Issues –Shannon Cella has been the administrative assistant since November. She is doing well. After three months, Barbara will give Shannon 4% raise which is the DHCD allowed percent in FY 2019.

**New Business:**

The basement Commercial space has been empty for a while. Since it is difficult to find a tenant, T. Sorrentino suggested the Housing Authority use it for added storage and a possible office for maintenance. Motion made by L. Messina, seconded by D. Kirby to approve use of empty basement space by Housing Authority. All members voted in favor.

Pat Boyne was in a car accident with his own vehicle while working. His car was totaled when someone ran a red light. He wasn't hurt. Barbara will put a copy of the incident report in his file.

Budget – Sue Honeycutt from the CPA Firm Fenton, Ewald and Assoc., presented the FY19 budget. We are in sound financial condition. Non-routine expenditures include kitchen cabinet replacement at 25 West Street and apartments if needed, office updates and window replacement.

The FY19 budget for 4001 shows total revenue of \$606,008 and total expenses of \$608,195 requesting a subsidy of \$0. The FY19 budget for 689 shows total revenue of \$43,071 and total expenses of \$66,113 requesting a subsidy of \$0. Certifications were signed by board members and will be submitted to DHCD for approval. Motion made by T. Sorrentino, seconded by L. Messina to accept FY19 budget as presented by accountant, Sue Honeycutt. All members voted in favor.

Next meeting, February 12, 2019.

**Adjournment:**

Motion made by L. Messina, seconded by T. Sorrentino to adjourn at 5:39 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director