

The **REGULAR** meeting of the LHA was held on Tuesday, October 9, 2018, at 4:30p.m. at The Curtis, 6 Main Street.

The meeting was called to order by Vice Chairman L. Messana at 4:30 PM.

1. Roll Call: Present – L. Messana, Vice Chairman, Diana Kirby, Treasurer, Tess Sorrentino, Member, B. Heaphy, Executive Director
2. Absent - C. May, Chairman/State Appointee, M Pero, Member J. Mercer, Commercial Property Mgr.

Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** September meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve September minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**

Barbara reported that Salco Inc. was hired to address the leak in the pharmacy since the shower in the apartment above was not it. The plumbers discovered where the leak was coming from, fixed it and will sheetrock and paint the wall in the pharmacy.

Accounts Payable:

As of August 31, 2018: 689 balance is \$78,624.19. 4001 balance is \$109,364.41. Transferred \$16,056.88 from 689 to 4001 account.

Commercial balance as of 8/31/2018 is \$139,365.03. Commercial Savings statement as of 8/31/18 is \$60,167.69.

C. May arrived at the meeting.
- d. **Old Business:**

Vacancies - The Curtis is 100% occupied. There is one vacancy at Turnure Terrace that is ready for occupancy. There is one off line apartment at Turnure Terrace.

Waitlists – 74 elderly, 5-2 bedroom, 9-3 bedroom Rents are paid in full through September.

Building/Property Maintenance – The Golden Hill Road project had two change orders that need board approval. Motion made by T. Sorrentino, seconded by D. Kirby to approve the two change orders to the 689 Bathroom project for a total of \$4964.22. Turnure Terrace roof leak remediation involves eight apartments. Catamount Remediation has opened up the affected eight bedroom closets and removed damaged sheetrock. All apartments have been tested for mold by Walt Baenzinger, mold specialist. He's cleared half of them to be put back together to be scheduled beginning the week of October 15th.

Regulatory Updates – The FY 2019 Budget Guidelines just came out and Barbara will ask Sue if budget meeting could be scheduled for December.

Town of Lenox – Gwen Miller is working on the Cell Antenna RFP and making the required DHCD revisions. She is hoping to finish by the next board meeting.

Personnel Issues – Erin gave notice and her last day is November 2, 2018. Barbara advertised in the Berkshire Eagle and Shopper's Guide. Barbara has two applicants to interview so far.

New Business:

Our Capital Plan was approved to include replacing the roof at Turnure Terrace on both sides this spring. Barbara met with John Olsen, an architect from DHCD. He has begun the process and the job should go out to bid in February.

Check Signing – The topic of having the Executive Director sign checks was addressed. Sue Honeycutt, accountant for the Housing Authority has stated that auditors prefer not to have the Ex. Dir. sign. A while back, Barbara surveyed Western Ma Directors on the topic and the majority had authorized the director to sign checks. C. May made the motion to authorize the Executive Director to sign checks along with one board member. L. Messina seconded it. All in favor: Three Yes – CM, LM, DK Opposed: One No – TS. Barbara reported that the DHCD lease states very clearly in section V. (A) Tenant shall not assign this lease and shall not sublet or transfer possession of the leased premises. Tenant shall not take in boarders or lodgers. All tenants will be sent a reminder of this and other important lease regulations including smoking and being courteous to our neighbors. Reminders will go out at least once a year.

Next meeting is November 13th at 4:30.

Adjournment:

Motion made by T. Sorrentino, seconded by D. Kirby to adjourn at 5:22 p.m. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director