

The REGULAR meeting of the LHA was held on Tuesday, June 5, 2018 at 4.30 pm at Turnure Terrace, 36 Old Stockbridge Road.

The ANNUAL meeting was postponed until next month, due to lack of members attending. Motion made by Tess, seconded by Linda to reschedule it for July. All members voted in favor.

1. The meeting was called to order by Chairman C. May at 4:41 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, Tess Sorrentino, member, Diana Kirby, Treasurer, Linda Messina, Member, B. Heaphy, Executive Director, Jim Mercer, Property Manager
Absent - M. Pero, Vice Chairman

Agenda:

a. Tenant Forum: No requests

b. Minutes : May meeting

Motion was made by L. Messina, seconded by T. Sorrentino to approve May minutes. All in attendance voted in favor.

c. Curtis Commercial Space:

Jim reported on the Commercial bathroom progress. Bathroom has been framed up. There was a problem tying into the sewer line but a solution was found. It will be vented from the ceiling through porch above and hidden behind porch spindles. The double window will be changed to an opaque window. Jim got a price of \$1650 from Lenox Glass and is waiting for a price from Doug Trombley. The lock will be a fob with a code.

d. Accounts Payable:

As of April 30, 2018: 689 balance is \$79,970. 4001 balance is \$70,735. Commercial balance as of April 30, 2018 is \$139,328. Commercial savings as of April 30, 2018 is \$60,117. On May 1, 2018 \$34,288.23 was transferred from the Commercial account to 4001. \$16,234.40 was transferred from 689 account to 4001.

e. Old Business:

As of May 31st there is one vacancy at the Curtis.

Rent Collection – All rents are paid through May, 2018.

Waitlists – 59 elderly, 3-2 bedroom, 5-3 bedroom. Barbara sent family housing eligibility requirements information to the pastors of the Church on the Hill, Trinity and St. Anne's Churches and to the school nurse.

Buildings/Property maintenance – The Turnure Terrace Community Room renovation is complete. Cabinets were installed, ceiling was finished and painted, walls were painted and floor was buffed and waxed. Barbara purchased an overstuffed chair and loveseat. Hillcrest Commons might donate slightly used furniture when they renovate. L. Messina is checking out tag sales. L. Messina and D. Kirby purchased a slightly used navy leather couch and TV stand for \$233.13 from Frugal Finds in Pittsfield.

Barbara will hire a professional cleaner to clean the bathrooms in the Community Room. It was suggested that an open house be scheduled in the near future that would include tenants in the Curtis. The COA could possible host it.

The kick off meeting for the drainage project at Turnure Terrace was held on April 23rd. Notice to Proceed was signed and work began on May 7th with completion date to be June 22nd. Work began on May 29th and so far, the job is running smoothly.

Regulatory updates –Sea Crest Housing Conference attended by Barbara:

DHCD plans on going live with the Centralized waitlist in December. They are working with a pilot group now through June, testing and refining. July through October will be a phased roll out to all LHAs; includes in person training session by Cybersense and migration of existing applicant waitlists. Applicants will be able to apply on line to specific Housing authorities they choose. Regulations have not changed. If an applicant refuses three offers, they will be removed from all waitlists. Waitlists will be purged every two years.

New Maintenance plan – in late 2019, LHAs will be required to submit annual plans as required in Chapter 235 reform legislation. One component will be a maintenance plan. A sample maintenance plan consists of a routine and preventative maintenance schedule and inspection schedule, emergency response, normal response and work order systems. Other sessions attended by Barbara – Biohazard Safety, Stress in the workplace, Pros and Cons of Management Agreements.

Town of Lenox – Selectman Dave Roche is the liaison to the Housing Authority.

Personnel Issues – The Housing Authority started using Adirondack Payroll the week of May 7th at a cost of \$25 a week.

f. New Business:

Golden Hill Road bathroom – The contractor replacing the tile floor in the main bathroom discovered that floor joists had rotted. The Housing Authority requested a waiver of bidding and advertising requirements to replace these joists because it is the only bathroom with a shower that accommodates four individuals in wheelchairs. The waiver was granted. Motion made by T. Sorrentino, seconded by D. Kirby authorizing the ED to approve changes to Golden Hill bathroom. All members voted in favor.

AUP Audit – Barbara handed out copies of the audit results and her responses to board members at May meeting.

Change in meeting time – Next meeting is July 10th. In the following three months meeting times will be August 7th, September 11th and October 2nd. All at 4:30 p.m.

Next meeting agenda will include discussion with Town Planner and other Town officials involved with the cellular antenna project.

Adjournment:

Motion made by D. Kirby, seconded by T. Sorrentino to adjourn at 6:19

All members in attendance voted in favor.

Respectfully Submitted,

Barbara Heaply
Secretary/Executive Director