

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, July 30, 2020 at 4:30 p.m.  
The meeting was called to order by Chairman, C. May at 4:30 p.m.

1. Roll Call: Present – C. May, Chairman, D. Kirby, Treasurer,  
T. Sorrentino, member  
B. Heaphy, Executive Director, J. Mercer  
Tenants – S. May, C. Ramsay

Absent – D. Prew, Member

- a. **Annual Plan for Fiscal Year 2021** – After Annual Plan was presented, motion made by D. Kirby, seconded by T. Sorrentino to accept the 2021 Annual Plan for the Lenox Housing Authority. All members voted in favor, 3-0.
- b. **Tenant Forum:** No requests.
- c. **Minutes:** Motion made by T. Sorrentino, seconded by D. Kirby to approve the minutes of the June 9, 2020 meeting. All members voted in favor.
- d. **Curtis Commercial Space:**

J. Mercer reported the leases have been signed for all tenants. Apella is going to refresh the woodwork in the hallway. Apella has signed a five-year lease. The Pharmacy would like a \$200 reduction in rent, a month, due to COVID 19. Motion made by Tess to give Pharmacy the reduction in rent for three months and revisit in November. Diana seconded it. All members voted in favor.

Jim provided sanitizing stations at two entrances at the Curtis and one at entrance to laundry room at Turnure Terrace.

d. **Accounts Payable:**

Barbara reported that as of May, 2020, 689 balance is \$66,306.37. 4001 balance is \$129,467.11. Commercial balance is \$112,775.63. Commercial savings is \$60,418.46. All but one rent is paid. Tenant has been making partial monthly payments as per repayment agreement.

**Old Business:**

**Vacancies** – There is one vacancy at the Curtis that is ready to be shown. There is one family unit vacant that needs a lot of work. Another family unit will be vacant in mid - August. Waitlists: 587 – elderly: 23 local, 19 veterans, 2 local/vet.

**Waitlists** – 533 elderly- 26 local, 26 veterans, 3 local/vet., 120 near elderly. 1595 families 9 local, 24 veterans. There are around 460 family applicants that don't qualify here because there are only two- and three-bedroom apartments and they've requested a different bedroom size.

**Building Property Maintenance** - The kick off meeting was held for the Curtis Parking Lot Improvements on Tuesday, July 28<sup>th</sup> at 10:30. The Notice To Proceed was signed to Begin work on August 17<sup>th</sup>. The tenants will be contacted and given instructions on when To move their cars. The contract is for 70 days with completion date October 26, 2020.

**Regulatory Updates** – Effective August 1<sup>st</sup>, the Governor signed an executive order Requiring anyone entering MA from any state outside the Northeast to self-quarantine For fourteen days. The new travel order carries a \$500 a day fine for anyone who Violates this.

Town of Lenox - The rooftop cell antenna bids were opened on July 15<sup>th</sup>. Two bids were Submitted for lease and use of available rooftop space for the installation and operation Of wireless communications facilities. The main purpose is to provide better cell service To the center of town where police and fire stations are located, with health and safety Being a priority. Board agrees that to move forward, thee needs to be more Town Involvement. Board will meet with Town Manager, Planner and Selectmen to discuss a tenant meeting, bringing in a consultant to talk to tenants about health concerns. Members of the Finance committee should be involved as well. Board feels this is a Town Project using the Housing Authority's building. Once a tenant meeting is determined, in person would be limited. Maybe a virtual meeting would be best. Conference call with Town officials around middle of August to discuss setting up a tenant Meeting. Board feels that many meetings will have to take place before any decision is Made.

Personnel Issues - none

Public Housing Notices -- PHN 2021-A Guidance on end of rent cap policy. Outlining Steps toward normalizing rents after the expiration of the cap. PHN-2020-27 -- Recommendations for safe reopening in phase 3 & 4.

**New Business:** Linda Messana resigned from the Board. Barbara will contact Mary Ellen Deming in the Selectmen's office to announce vacancy at next Selectmen's meeting.

**Adjournment:**

Motion made by D. Kirby, seconded by T. Sorrentino to adjourn at 5:46 p.m. All Members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director