

The **ANNUAL** meeting of the LHA was held on Tuesday, November 12, 2019 at 4:30p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman C. May at 4:34 P.M.
2. Roll Call: Present – C. May, Chairman, L. Messina, Vice Chairman,
T. Sorrentino, Member, (by phone), B. Heaphy, Executive Director,
J. Mercer
Absent - D. Kirby

3. Agenda:

Board Reorganization

C. May nominated L. Messina for Chairman. T. Sorrentino seconded it. All members voted in favor. L. Messina nominated C. May for Vice Chairman. T. Sorrentino seconded it. All members voted in favor. L. Messina nominated D. Kirby for Treasurer. T. Sorrentino seconded it. All members voted in favor. Linda motioned to adjourn annual meeting at 4:45 p.m. T. Sorrentino seconded it. All members voted in favor. The regular meeting immediately followed.

The **REGULAR** meeting of the LHA was held on Tuesday, November 12, 2019 at 4:45 p.m. at the Curtis, 6 Main Street.

The meeting was called to order by Chairman Messina at 4:45 p.m.

1. Roll Call: Present – L. Messina, Chairman, C. May, V. Chairman/State Appointee,
T. Sorrentino, Member, (by phone), B. Heaphy, Executive Director,
Absent – D. Kirby, Treasurer
Others Present – Jim Mercer
Vitas Barsaukas
Elliot Moss
 - a. **Tenant Forum:** No requests
 - b. **Minutes:** September 17th meeting and October 29th meeting – Motion made by T. Sorrentino, seconded by C. May to approve minutes. All in attendance voted in favor.
 - c. **Curtis Commercial Space:**
Everyone's pleased with the new hallway carpet. Southern Berkshire Janitorial, the current cleaning company used, has been replaced with Berkshire Family Cleaning. The Commercial tenants were having problems with Southern Berk. Janitorial.
2020 is the year for commercial tenant lease renewals.
 - d. **Accounts Payable:**
Barbara reported that as of September 30, 2019, 689 balance is \$84,101.54. 4001 balance is \$108,709.35. Commercial balance is \$127,966.65. Commercial savings is \$60,330.49.
 - e. **Old Business:**
Vacancies – There are no vacancies at the Curtis, four vacancies at Turnure Terrace and one vacancy at 11 Church Street. One apartment at Turnure terrace will be occupied by Nov. 15th and one by Dec. 1. One is a medical transfer, one is being turned over.

Waitlists – 272 elderly- 18 local, 10 veterans, 5 local/veterans. 639 families- 8 local. The first local is 139th on the list.

All rents are paid to date.

Building Property Maintenance - Turnure Terrace Roof Project: The new roof is ¾'s done. Everything is going smoothly so far. The 40 side needs new gutters at an additional cost of \$17,736.66. A change order was submitted for board approval. Motion made by T. Sorrentino, seconded by C. May to approve the change order for gutters on the 40 side. All members voted in favor.

Regulatory Updates - Nothing new this month

Town of Lenox – RFP Cell antenna - Vytas Barsaukas and Elliot Moss from the Lenox Finance Committee reported that they discussed with Gwen Miller, Town Planner, opening the bid to all cell phone companies. Have a middle man to market and coordinate different companies. Also, a five year lease is not long enough. Recommended ten years. The generator could be put in the basement. There is plenty of room. All agreed to reconvene in a month and discuss how to proceed.

Personnel Issues – none

Public Housing Notices – The Resident Service Coordinator application was submitted on October 31st by JoAnne Redding for the Stockbridge Housing Authority.

f. **New Business:**

Year End Certifications – Annual Lead Paint Compliance Certification – Motion made by C. May, seconded by T. Sorrentino to approve and sign the Annual Lead Paint Certification which states “to the best of my knowledge”. All members voted in favor.

Certification of Top 5 Compensation Form – Motion made by C. May, seconded by T. Sorrentino to approve and sign the Top 5 Compensation Form and year End Financial Statements and Tenants Accounts Receivable. All members voted in favor.

g. **Adjournment:**

Motion made by T. Sorrentino, seconded by C. May to adjourn at 5:35 p.m. All Members voted in favor.

Next meeting - Tuesday, December 17, 4:30 p.m. at The Curtis

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director