

The **REGULAR** meeting of the LHA was held on Tuesday, September 17, 2019 at 4:30p.m. at Turnure Terrace, 36 Old Stockbridge Road.

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

1. Roll Call: Present – L. Messina, Vice Chairman, Diana Kirby, Treasurer,  
T. Sorrentino, Member, B. Heaphy, Executive Director,  
Cindy Nasman  
Absent - J. Mercer

2. Agenda:

- a. **Tenant Forum:** No requests
- b. **Minutes:** August 6, 2019 meeting – Motion made by T. Sorrentino, seconded by D. Kirby to approve August 6th minutes. All in attendance voted in favor.
- c. **Curtis Commercial Space:**  
Jim hired R.B.C. Inc. Construction to sand the commercial hallway and foyer. This will take place on Friday the 27th, Saturday the 28<sup>th</sup> and Sunday the 29<sup>th</sup>. The tenants have been notified.
- d. **Accounts Payable:**  
Barbara reported that as of July 31, 2019, 689 balance is \$76,661.06. 4001 balance is \$116,177.30. Commercial balance is \$117,615.90. Commercial savings is \$60,305.32.
- e. **Old Business:**  
Vacancies – There is one vacancy at the Curtis, one vacancy at Turnure Terrace and one vacancy at 11 Church Street. The one at the Curtis will be occupied on October 1<sup>st</sup>. Turnure Terrace will be occupied September 16<sup>th</sup>.  
Waitlists – 272 elderly- 18 local, 10 veterans, 5 local/veterans. 639 families- 8 local. The first local is 139<sup>th</sup> on the list.  
Rents are paid in full through July 31, 2019.  
Building Property Maintenance - Turnure Terrace Roof Project: The bids were opened on August 22<sup>nd</sup>. The low bid was JD&D Construction at \$155,000. The company is from Webster, MA. They were DHCD approved. This company did the siding on the 32 side at Turnure Terrace in 2017. Motion made by T. Sorrentino, seconded by L. Messina to approve the low bid of \$155,000 by JD&D Construction. All members voted in favor. The contract will be executed, signed and a pre-construction meeting will be set up in about 2 ½ weeks.  
The Curtis parking lot site work- The bids were opened on August 29<sup>th</sup>. Estimated cost of work was \$108,000. The lowest bid was \$145,280. All bids were rejected and project will go back out to bid in the winter for an early spring start date.  
Regulatory Updates - Nothing new this month  
Town of Lenox – Cell antenna RFP update: Barbara met with Chris Ketchum and Jess Cody at the end of August. Chris talked about the need for better cell service in town. He said the selectmen are concerned as well. He knows the Curtis roof is the best spot in town for a cell antenna. Also, the police have safety concerns because calls are getting

dropped. Stanley Pitchko from RCAT is working on the RFP, gathering information. A list of criteria – prerequisites, essentials etc. It should be ready to go out to bid in December.

Personnel Issues – none

Public Housing Notices – 2019 -19 : Resident coordinator funding: C. May said it would be a good idea to collaborate with the other small Housing Authorities in Berkshire County for sharing a Resident Service Coordinator.

2019 – 20: Guidelines for DHCD Acceptance of net-new State Public Housing U

f. **New Business:**

Lenox Housing Authority Website – Shannon Cella developed a new Lenox Housing Authority website and did an outstanding job. She put in many extra hours of her own time, taking pictures and downloading them, setting up links and writing the copy. It's already been viewed by over 800 people. Barbara proposed she receive a stipend of \$500 for taking this project on.

Motion made by T. Sorrentino, seconded by D. Kirby to authorize a stipend of \$500 to Shannon Cella for developing the Lenox Housing Authority website. All members voted in favor.

g. **Adjournment:**

Motion made by D. Kirby, seconded by C. May to adjourn at 5:20 p.m. All Members voted in favor.

Next meeting - Tuesday, October 15, 4:30 p.m. at The Curtis

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director

The **SPECIAL** meeting of the LHA was held on Tuesday, October 29, 2019 at 4:00 p.m. at The Curtis, 6 Main Street.

1. The meeting was called to order by Chairman C. May at 4:00 PM.
2. Roll Call: Present – C. May, Chairman/State Appointee, L. Messina, Vice Chairman, (by phone)D. Kirby, Treasurer, T. Sorrentino, Member, (by phone)  
B. Heaphy, Executive Director  
Absent - none

**Agenda:**

- a. Resident Service Coordinator(RSC) application for funding:  
DHCD announced funding to support hiring an RSC to work with residents in public housing. Lenox, Lee, Great Barrington and Stockbridge in collaboration, are submitting an application with Stockbridge as the administrating agency.  
The board agrees that collaboration is good but there needs to be a set schedule for the RSC. The Housing Authorities should meet on a regular basis to work out the contractual details. L. Messina made a motion to approve the Resident Service Coordinator funding application to be submitted by the Stockbridge Housing Authority. D. Kirby seconded the motion. All members voted in favor.
- b. **Adjournment:**  
Motion made by D. Kirby, seconded by L. Messina to adjourn at 4:17 pm. All members voted in favor.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director