

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, December 15, 2020 at 4:00 p.m.
The meeting was called to order by D. Kirby at 4:00 p.m.

1. Roll Call: Present – D. Kirby, Treasurer,
T. Sorrentino, member, Deb Prew, member, Kim Graham, member,
B. Heaphy, Executive Director

Absent - C. May, Chairman

- a. **Tenant Forum:** No requests.
b. **Minutes:** Motion made by T. Sorrentino, seconded by D. Kirby to approve the minutes of the October 2020 meeting with correction. All members voted in favor.
c. **Curtis Commercial Space:**
J. Mercer was not in attendance but sent a report on rental revenue. Yoga Studio - \$15,000 in 2020, \$21,000 previous year. Apella – five-year lease at \$27,720 a year. Lenox Village Pharmacy- three-year lease at \$34,312, previously was \$33,678. Adjustments to the rent for both Yoga studio and Pharmacy were memorialized via email. Jim will get copies of emails for Housing Authority files.

d. Accounts Payable:

Barbara reported that as of October 31, 2020, 689 balance is \$84,904.42. 4001 balance is \$149,774.43. Commercial balance is \$118,819.05. Commercial savings is \$60,494.14. All but one rent is paid. Tenant has been making partial monthly payments as per repayment agreement.

Old Business:

Vacancies –There are two vacancies at the Curtis. There is one 2-bedroom family unit being renovated. A three-family unit is vacant and being renovated. It is wheelchair accessible. There are two vacancies at Turnure Terrace. One of the apartments at the Curtis was rented but applicant changed her mind due to COVID. The two-bedroom family unit was scheduled to be shown. Applicant from the Cape did not show up for appointment. Apartments are taking longer to rent because of COVID and the CHAMP website.

Waitlists – 720 elderly- 7 local, 20 veterans, 2 local/vet. 2000 families- 11 local, 30 veterans. There are around 637 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 Curtis parking lot was paved and contractor, Jesse Saltmarsh hasn't been back to finish up grading or fill sidewalk edges with stone. He is Upset that he can't get paid right away. He must not have read the agreement he signed. Completion date was supposed to be October 26th. Once he submits an invoice for Payment, it takes a few weeks to get the funding from DHCD. He's not happy about this So, he has not been showing up.

Regulatory Updates – **Tri-Town Health notice** – State advisory as of Nov. 6th: Face masks Are required indoors and outdoors in public places.

Town of Lenox – Cell antenna: Next step would be a Board vote. T. Sorrentino requested A full board be present for a vote on the Cell Antenna project.

Personnel Issues – Shannon has been out of work since 11/23. She has been working from Home including zooming with Barbara to assist with rent check deposits and bill paying.

Public Housing Notices- PHN 2020-15- Resources for best practices for resident services

During the pandemic. It's encouraged to check in by phone with residents especially now

With the rise in cases and winter weather making indoor gatherings more dangerous.

New Business:

State accounting contract for FY2021 with Fenton Ewald & Associates needs approval. The Monthly fee increased from \$893.00 - \$920.00. Motion made by T. Sorrentino, seconded by K. Graham to approve the accounting contract. All members voted in favor.

Thanksgiving dinner – Ellen Jacobson, a tenant at the Curtis, organized 40 to-go turkey Dinners for tenants at the Curtis and Turnure Terrace. With the help of her daughters and Several generous donations, turkey dinners with all the fixings were cooked, beautifully Packaged and delivered on Wednesday afternoon before Thanksgiving. Trinity Church Donated \$450, Loeb's – 2 cooked turkeys, Haven – two pies, Heritage House – large tray of Mashed potatoes. The rest was prepared by Ellen and family. This was the biggest turn out Of tenants ever.

Adjournment:

Motion made by K. Graham, seconded by T. Sorrentino to adjourn at 4:27 p.m. All Members voted in favor.

Next meeting – January 12th @ 4:30

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director