

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, June 9, 2020 at 4:30 p.m.  
The meeting was called to order by Chairman, L. Messana at 4:34 p.m.

1. Roll Call: Present – L. Messana, Chairman, C. May, Vice Chairman, D. Kirby, Treasurer,  
T. Sorrentino, member  
B. Heaphy, Executive Director, J. Mercer  
Absent – D. Prew, Member

- a. **Tenant Forum:** No requests.
- b. **Minutes:** Motion made by T. Sorrentino, seconded by D. Kirby to approve the minutes of the May 19, 2020 meeting. All members voted in favor.
- c. **Curtis Commercial Space:**

J. Mercer reported that the Apella lease is almost finished. Their legal team is reviewing. They won't pay for new lighting in the hallway. Apella has agreed to a five year lease at \$3500 a month. J. Mercer has installed a paper towel dispenser in the commercial bathroom. Hand sanitizer stations will be placed at doorways. Jim will check out Staples. Motion made by C. May, seconded by D. Kirby to approve placing hand sanitizer stations at doorway. All members voted in favor.

- d. **Accounts Payable:**

Barbara reported that as of April, 2020, 689 balance is \$62,587.00. 4001 balance is \$131,941.38. Commercial balance is \$100,300.46. 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 are two vacancies at the Curtis as of June 1<sup>st</sup>. There is one vacancy at Turnure Terrace. Waitlists: 546 – elderly: 25 local, 26 veterans, 3 local/vet.

**Waitlists** – 533 elderly- 26 local, 26 veterans, 3 local/vet., 120 near elderly. 1435 families 7 local, 23 veterans. There are around 416 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 Improvement Project was put On hold because of the corona virus. The low bidder, Saltmarsh Industries, is still Interested in doing the job. The board has to vote to accept the low bid. Motion made By C. May, seconded by D. Kirby to approve Saltmarsh Industries as the low bidder. All members voted in favor.

**Town of Lenox** - Gwen Miller has put together a bid package for the cell antenna. The Request for bids was posted in the Central Register on June 3<sup>rd</sup>, will be in the Berkshire Eagle June 3<sup>rd</sup> and 10<sup>th</sup>. A site inspection will take place on June 24<sup>th</sup> at 10:00 a.m.

**Personnel Issues** - none

**Public Housing Notices** – PHN 2020-17 addendum #2 – extended reporting

**New Business :**

Housing Authorities are now required to compile an Annual Plan using a software Program developed by DHCD. Barbara has been learning this on webinars and one On one coaching sessions with a hired consultant. Lenox's draft plan is complete and

Has been posted on the DHCD website to be presented at a virtual public hearing on July 30<sup>th</sup>.

The RSC Coordinator was hired for 15.5 hours per week. Her name is Karen Lewis. She Will start on June 29<sup>th</sup>. Based on the number of units we have, we will be getting 5 hours A week.

**Adjournment:**

Motion made by C. May, seconded by D. Kirby to adjourn at 5:15 p.m. All Members voted in favor.

Next meeting – Thursday, July 30, 2020 @ 4:30.

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director