

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, May 11, 2021 at 4:30 p.m.  
The meeting was called to order by C. May at 4:34 p.m.

1. Roll Call: Present – C. May, Chairman/State appointee, D. Kirby, treasurer,  
D. Prew, member  
B. Heaphy, Executive Director, J. Mercer, Commercial Property Mgr.  
Others Present- tenant: C. Ramsay, Chris Cioffi from Evolution On-Site Services,  
Anthony Lepore, cell antenna consultant, Gwenn Miller, Town  
Planner

Absent – K. Graham

- a. **Tenant Forum:** No requests.  
b. **Minutes:** Motion made by D. Kirby, seconded by D. Prew to approve the minutes of the April meeting. All members vote in favor.  
c. **Curtis Commercial Space:**  
J. Mercer reported he's had two showings of the Yoga studio and one is very promising. He has contacted Salco Construction for prices on a bathroom and small kitchenette in the yoga space. He will have prices next meeting.  
d. **Accounts Payable:**  
Barbara reported that as of March 31, 2021, 689 balance is \$91,507.89. 4001 balance is \$154,453.64. Commercial balance is \$94,195.46. Commercial savings is \$60,577.08. All rents are paid in March.

**Old Business:**

Vacancies – One of the four vacancies at Turnure Terrace has been fill on May 1<sup>st</sup>. A list has been pulled for the other three. Barbara inquired with Pittsfield Housing Authority, Dalton and Williamstown if they might have a Berkshire County two-bedroom family applicant at the top of their list who hasn't applied in Lenox. She's waiting to hear back.  
Waitlists – 883 elderly/handicapped, 2371- families.

Building Property Maintenance -

Mike and Barbara inspected all apartments at the Curtis last week. The family units will be Next, then Turnure Terrace. Apartments weren't inspected in 2020 due to Covid 19. Pignatelli Electric was the low bidder for the light poles at Turnure Terrace. The window Trim painting will go out to bid. Mark Eichorn from Bradley Architects is putting it out to Bid. The finish work of the Curtis Parking lot is being scheduled. The contractor is looking At the week of the 24<sup>th</sup> of May to finish up with tree planting and grass reseeding. Public Notice for roof replacement quotes at 45 Golden Hill Road went out. The walk through was May 5<sup>th</sup>.

Regulatory Updates- none

Town of Lenox – Cell antenna: Chris Cioffi and representatives from Verizon did a site walk Through to determine location of equipment. Chris and Anthony LePore have been Working on finalizing the lease agreement to begin the permitting process. Location of The generator was discussed. Chris recommends a diesel generator which would be about

The size of a small refrigerator. Anthony said it would be loud. Rental amount would be \$2000 A month then 50% of any additional revenue. Evolution responsible for any removal and Repair of equipment. Motion made by D. Kirby, seconded by D. Prew to authorize Barbara and Anthony to complete form of lease with Chris; obtain exhibits from Chris, bring final form of Lease and exhibits back to LHA Board for final approval and then DHCD approval. All members Voted in favor.

Personnel Issues – none

**Public Housing Notices- PHN 2021-07:** Guidance on reopening post Covid 19 vaccinations. With majority of tenants vaccinated, DHCD encourages Housing Authorities to reopen office, Community rooms, to the public and resume in unit inspections and work orders. LHA's should Continue requiring mask wearing by staff, residents and visitors in common areas and Encourage social distancing and hand sanitizing.

**New Business:**

The LHA has been assigned a new Regional Capital Assistance Team (RCAT) area coordinator. His name is Hugh MacKay and he will be working with the HA on capital projects under \$100,000. He also helps with prioritizing projects and submitting the Capital plan annually.

**Adjournment:**

Motion made by D. Prew, seconded by C. May to adjourn at 5:22 p.m. All Members voted in favor.

Next meeting – June 8<sup>th</sup> at 4:30

Respectfully Submitted,

Barbara Heaphy  
Secretary/Executive Director