

The **REGULAR VIRTUAL** meeting of the LHA was held on Tuesday, November 10, 2020 at 4:00 p.m.
The meeting was called to order by Chairman, C. May at 4:00 p.m.

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

- 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. All members voted in favor.
- c. **Curtis Commercial Space:**
J. Mercer reported that Sue Parsley wants to renew her lease in April. Jim will talk more about the Yoga studio space at December meeting. He will have a print out of rent paid to date. Jim will get scope and numbers for pharmacy door and handicap ramp. Pharmacy owner asked for another \$200 break in rent due to COVID 19. K. Graham said there should be a written agreement for any concessions made with tenants. Motion made by K. Graham to allow a three-month hardship relief, negotiated on a case by case basis and with board approval. T. Sorrentino seconded the motion. All members voted in favor. The pharmacy will get one more with a \$200 break that will be in writing and signed off on. Sue Parsley must notify the board by the end of January about renewing her lease at \$1750 a month for two or three years.
- d. **Accounts Payable:**
Barbara reported that as of September 30, 2020, 689 balance is \$81,183.85. 4001 balance is \$159,784.05. Commercial balance is \$110,740.40. Commercial savings is \$60,481.73. 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.

Waitlists – 674 elderly- 11 local, 20 veterans, 2 local/vet. 1841 families 10 local, 30 veterans. There are around 675 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 area has finally been paved. The Lines will be painted in a few days. The project took way longer than anticipated. The Remainder of the landscaping and tree planting will be done in the spring. Completion Date was supposed to be October 26th.

Regulatory Updates – PHN 2020-35 – Regulatory waiver regarding senior exclusion.
PHN – 2020-34 – Guidance on tenant selection or hiring of an immediate family member Of a Board member or LHA employee.

Town of Lenox – Cell antenna tenant meeting with Anthony Lepore, Director of City Scape Consultants took place at 2:30 p.m. prior to Board meeting. Atty. Lepore gave a Presentation regarding the proposed cell antenna on the Curtis roof. He stated that

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Legitimate studies show there are no adverse health effects from radiation. Radiation From the rooftop cell antenna goes up, not down into the building. He said he would Provide websites with information for the Housing Authority website. Barbara will also Provide a link to the Tri-Town Health website's information on cell towers. After his presentation, he held a Q & A. Eight tenants attended the meeting. All Board Members, Town manager and planner also attended.

Personnel Issues – After speaking with Atty. John Liebel and using his suggestions, Barbara Wrote a response to Stephanie Leahy from the office of the Inspector General on October 21st. At the time of hire, the Board approved Mike's taking the truck home since he would Be on call after hours and weekend emergencies. He does the garbage Saturday and Sunday Mornings as well. Truck could not be used for anything but Housing Authority business. Ms. Leahy acknowledged she received Barbara's response and would be in touch if needed. Beginning November 23rd, Shannon will be out of work 4-6 weeks. She will be able to work from home after two weeks.

Public Housing Notices – See regulatory updates.

New Business:

Year End Certifications –

Certificate of Compliance with notification procedures for Federal and State lead paint laws
Motion made by T. Sorrentino to accept the Certification of Compliance to the best of the Board's knowledge. C. May seconded the motion. All members voted in favor.

Certification of top 5 Compensation and Certification of Year End Financial Statements and Tenants account receivable data

T. Sorrentino made a motion to accept both Certifications. D. Kirby seconded the motion. All members voted in favor.

Adjournment:

Motion made by D. Kirby, seconded by C. May to adjourn at 5:05 p.m. All Members voted in favor.

Next meeting – December 8th.

Respectfully Submitted,

Barbara Heaphy
Secretary/Executive Director