

The **REGULAR** meeting of the LHA was held on Tuesday, October 12, 2021 at 4:30 p.m. at The Curtis, 6 Main Street.

The meeting was called to order by K. Graham at 4:40 p.m.

1. Roll Call: Present D. Kirby, Chairman (by phone) K. Graham, Vice Chairman,
C. Ramsey, member
B. Heaphy, Executive Director,

Others Present- J. Mercer, Commercial Property Manager,
Tenants: T. Miller, B. Berube, S. May

Absent – D. Prew, Treasurer

- a. **Tenant Forum:** No requests
b. **Minutes:** Motion made by C. Ramsey, seconded by K. Graham to approve the minutes of the August meeting. All members vote in favor.
Motion made by C. Ramsey, seconded by D. Kirby to approve the minutes of the September Special meeting. All members voted in favor.
c. **Curtis Commercial Space:** Jim reported that the office space renovation in the old yoga studio is complete and looks very nice. The bathroom in that space is underway.

d. Accounts Payable:

Barbara reported that as of August 31, 2021, 689 balance is \$93,331.29. 4001 balance is \$160,111.87. Commercial balance is \$111,866.46. Commercial savings is \$60,620.50.

Old Business:

Vacancies – There are four vacancies at Turnure Terrace including two that became vacant on 10/01/21. The two-bedroom family unit has been filled. The Curtis is 100% occupied.

Waitlists – 385- elderly/handicapped: 8 local, 31 veterans, 4 local/veterans

2562 – families: 12 local, 18 veterans

All but two rents were paid in August. One tenant owes \$283 and has entered into a repayment agreement. The other owes \$404 and is working on paying it off as well.

Building Property Maintenance – Capital Projects update:

The Curtis Parking Lot is complete after claims made against the retainage for raking, Reseeding and removing rocks. Painted bollards were replaced with specific plastic gray Covers. Graves Engineering was reimbursed for extra construction, administrative and Site services beyond approved contract. Retainage of \$4,626 - \$4,160 for claims = \$465.

Motion made by C. Ramsey, seconded by D. Kirby to approve the Certificate of Substantial Completion for the Curtis Parking Lot project. All members voted in favor.

D. Kirby made a motion to approve the Certificate of Final Completion stating all work, Change orders, etc. have been completed. C. Ramsey seconded the motion. All Members voted in favor.

45 Golden Hill Road Roof Replacement is complete. Motion made by D. Kirby, seconded By C. Ramsey to approve change order to replace plywood sheathing and fascia at the Cost of \$2765. All members voted in favor. Motion made by C. Ramsey, seconded by D. Kirby to approve the Certificate of Substantial Completion. All members voted in Favor. Motion made by C. Ramsay, seconded by D. Kirby to approve the Certificate of

Final Completion. All members voted in favor.

Curtis Window Trim Painting project went out to bid. There were four bids submitted, none from Berkshire County. The low bid was \$134,400 from O'Bryne Painting and Contracting, Wayland, MA. Bradley Architects checked references and recommends their bid be accepted. Motion made by D. Kirby, seconded by C. Ramsey to approve O'Bryan Painting. All members Voted in favor.

25 West Street Kitchen and Bathroom Renovation project went out to bid. Only one bid came back at \$74,350. Budget amount is \$45,590. Architect, Roy Brown recommends the Board vote to reject this bid and rebid the project. Motion made by C. Ramsey, seconded by D. Kirby to reject the one bid and re-bid the project. All members voted in favor.

Regulatory Updates- none

Town of Lenox –

Cell Antenna update: Anthony LePore informed Barbara that the Lenox Planning Board has elected to table the bylaw revisions on Wireless communications for right now and go to November Town Meeting with a request for funding to do a wireless master plan first, before completing the bylaw. That means a new bylaw is at least a year away from passage. The current bylaw in Lenox has wireless overlay districts (which the Curtis is not located within) and no means to seek a variance from same. So, under the current bylaw, there's no way (absent lawsuit) for Lenox to grant permits to Verizon/Evolution to go on the roof of the Curtis. As such, there is no advantage right now to continue lease negotiations with Chris Ciofti since it could be a year before he could seek to obtain permitting to actually construct on the Curtis, assuming we reach an agreement with him on the leasing. Anthony thinks it would be prudent to table lease discussions for now until it is determined that the Curtis could host a facility under Lenox bylaws, if and when amended and then proceed. Motion made by D. Kirby to table lease negotiations with Chris Ciofti until bylaw is approved. C. Ramsey seconded the motion. All members voted in favor.

Personnel Issues – none

Public Housing Notices- PHN 2021 -20: FY22 Budget Guidelines – 4% increase in allowable non-utility expense levels from 0% increase in FY2021. \$45/unit budget exemption for purchase and installation of stove-top fire stoppers. Board agrees more information needed on fire-stoppers. Consultant is updating Executive Director's compensation study which was last revised in 2019. DHCD will release an updated Salary and Qualifications schedule by early December.

New Business:

FY22 Accounting Contract: Motion made by C. Ramsey, seconded by D. Kirby to approve the Contract with Fenton, Ewald & Associates with a monthly fee of \$948.00, an increase of \$28.00. All members voted in favor.

Cell Phone Expense Policy Change – Barbara requested an increase in reimbursement for cell Phone use to Executive Director and Maintenance person from \$25-\$50 a month. Both Mike and Barbara receive calls on their personal cell phones after hours. Both their phone numbers are given to police and fire departments. Additionally, they are listed on the office away message. Lee, Adams and Williamstown Housing Authorities all have \$50 monthly stipend policies. Motion made by C. Ramsey, seconded by D. Kirby to increase cell phone expense reimbursement from \$25 - \$50 a month. All members voted in favor.

Write off – Vacated account: Tenant passed away in January, 2021. Rent of \$587 was paid through January. Son used the next month to remove everything and did not pay the rent. A letter was sent to him requesting rent as were several phone calls but there was no response. Barbara requested \$587 be written off. Motion made by D. Kirby, seconded by C. Ramsey to approve the write off in the amount of \$587. All members voted in favor.