

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

April 21, 2011

Minutes

MEMBERS PRESENT: Bill Drumm, Bob Magee, Deborah Salem, Dana DelGrande, Ariane Blanchard

MEMBERS ABSENT: none

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by William Drumm at 2:15 p.m.

Minutes:

When Sue Honeycutt, the accountant from Fenton & Ewald was introduced at the budget meeting in February, Barbara should have stated this more clearly in the minutes. In the future if the minutes are complete, she will have Bill review them the week of the meeting when he comes in to sign checks. This should save time spent on the minutes at the meeting.

Motion made by Bob, seconded by Dana to accept the minutes of the April 21st meeting. All members voted in favor.

Check Register:

Check register was unusually high in March. Two electric bills were paid in March at over \$8,000 each along with the bi-annual sewer bill of \$9,600. The annual employee health insurance bill of \$3,400 was paid as well.

Motion made by Dana to accept the March check register. Bob seconded it. All members voted in favor.

Executive Director's Report:

Barbara went over the applications on each bedroom size waitlist.

The vacant unit at Brookside was filled and tenant moved in April 1. Rich is almost finished with the family unit at Flagrock and Barbara is in the process of filling that apartment.

The past tenant who stopped paying on her small claims court judgment has resumed and is current.

The elderly tenant late with rent, have been reminded by phone. Families have been reminded as well with the exception of one whose phone has been disconnected. A letter will go out, followed by a fourteen day notice if necessary.

The heating systems have been installed in all the family units except one. Unit 23 is handicapped and requires a furnace and some of its parts haven't come in. Pittsfield Pipers will install this when the parts arrive to finish the project. Overall, the project went smooth. There was only one problem that was handled very professionally. A tenant was without heat one night due to a faulty propane valve and the plumbers stayed that night until around 10:00 p.m. when the valve was replaced. The tenants were provided with space heaters until the heat came on.

Snow plowing contract – Steepleview was paid the final payment. Shawn has been back to Brookside and replaced all the sod that was pulled out of the ground and has reseeded in these spots. I'm waiting for the cost estimates from Claussen to replace the two electric boxes and also prices for the damaged ramps.

On April 7th, a team from DHCD came out for a field visit to review our Capital improvement plan. We visited Brookside to look at the parking area and sidewalks to see how we should prioritize projects. It

was agreed that this project is the top priority. Since the funding is allocated over the next three years, the work will have to be done in stages. Part of the process is to meet with the tenants for their input. I held a meeting with them last week and about a third of them came. They were very interested and appreciated being asked to participate. The design phase will begin in July. Drawings and design work will be done at DHCD to save on cost of hiring an architect. The job will go out to bid here and in some bigger publications as requires. The total amount of funding awarded is \$202,973.00. It probably won't cover this job so DHCD recommends looking into any town funding that might be available. Barbara will pursue this. She has made an appointment to meet with the Town Manager. Ariane suggested that Barbara contact the head of the DPW as well. Barbara will also look into the CDBG grant through the town.

Motion made by Dana to approve the Capitol Improvement Contract in the amount of \$202,973.00. Ariane seconded the motion. All members voted in favor.

Community Garden - Ariane reported that they have access to all the seeds they need. They've already started some seedlings and will use the green house to start new ones. They are purchasing dirt at a good price as well. They are still trying to find wood to build the raised beds with. Dana gave Ariane a few ideas on possibilities. So far, everything is coming together nicely.

Ariane is still waiting for an answer from the Taconic Foundation on the grant she applied for.

Bob asked if packets could go out a day earlier. Barbara said she would try but sometimes with everything else going on, it will be difficult.

The next meeting will be held on May 19th at 2:15 p.m.

Motion made by Bob, seconded by Ariane to adjourn at 3:10 p.m.

All members voted in favor.

Barbara A. Guffy, secretary