

# GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting  
November 17, 2011  
Minutes

MEMBERS PRESENT: Bill Drumm, Deborah Salem, Dana DelGrande

MEMBERS ABSENT: Bob Magee, Ariane Blanchard

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by William Drumm at 2:20 p.m.

## Minutes:

After Deborah pointed out two typos, motion was made by Dana, seconded by Deborah to accept the minutes of the September 15th meeting. All members voted in favor.

## Check Register:

Deborah asked for clarification on electronic deposit to Berkshire Bank on both Sept. and Oct. check registers. Barbara stated that they are the Federal employee taxes. Dana motioned to accept the September check register, Deborah seconded it. All members voted in favor.

On the October register, the Lee Audio payment was for fire alarm annual contract renewal. Deborah asked about employee life insurance. Barbara said that it's a \$5,000.00 basic policy for each employee. Motion made by Dana, seconded by Deborah to accept the October check register. All members voted in favor.

## Executive Director's Report:

An apartment came vacant at Brookside. Rich is currently working on it.

Bill asked how applications are kept on file and if they expire. Barbara explained that they are manually kept in hard covered books and they never expire. As apartments become vacant, names move up on list. Waitlists are updated regularly. Many applications on file come from the Boston area. Families in homeless shelters are required to apply everywhere. A lot of these applicants don't follow up on the updates because they don't really want to move here.

Accounts receivable is high. Eight families are late. One family has been taken to court and pending a payment agreement decision. Two have paid. Others have been called and letters will be sent. A fourteen day notice will be issued to tenants who don't respond.

Rich and I met with Diana Hankey shortly after the September meeting. Diana mentioned that her neighbor's toilet had been running for a year and a half. Barbara had inspected the apartment within that time and toilet was not running. Rich had been in on different occasions as well. The toilet was not running. Also, Diana stated that the bathroom vents weren't working and we told her we'd follow up on that. We did and she was right. An engineer from DHCD determined that the second floor ventilation system needs to be replaced. The truck washing issue was addressed as well. Board agreed that if Rich is using his own or the work truck for work and it gets dirty, he can wash it as long as it's not excessive. Diana did get her new stove and was very happy with it.

Snowplow contract was awarded to Gary O'Brien the Thursday before the October 30<sup>th</sup> storm. The timing was just right because Gary was ready to go and did a great job. He was awarded the seasonal contract. Motion made by Dana, seconded by Deborah to accept the contract with Gary O'Brien for 2011/2012. All members voted in favor.

Recently, Barbara attended the fall housing conference in Norwood MA. There were sessions on time management, ethics and no smoking policies to name a few. Over all it was informative and an opportunity to network with other directors.

Capital Needs Plan Certification: Our plan has been entered into the computer program and is almost complete. We are focusing on priorities which are: Site work at Brookside and bathroom vents at Flagrock. The vents will be addressed as soon as our plan is approved. That job is under \$10,000 so it won't have to go out to bid. A DHCD engineer is working on the specs now. Site work will be done in phases.

It is required that we use some of the funds for our 689 – special needs project. We are looking at roof replacement on our building in 2014. The funding for these projects will be spread out over the next three years. A board vote is needed to move forward with our capital needs plan.

Motion made by Deborah, seconded by Dana to accept the capital needs plan presented by Barbara. All members voted in favor.

Snow storm damage – We had quite a bit of damage at both Brookside and Flagrock from fallen tree branches. One large branch fell on a car in the driveway of one family tenant. Luckily there was no damage. However, at Brookside, a large branch fell on the roof of building #6 at Brookside and put a hole in it. An insurance adjuster has come out to give us a cost estimate. It has been temporarily repaired. Barbara will get prices from local roofers to do the work. Deborah gave Barbara a name or one she has used – John Kuhn.

All Housing Authorities across the state were approved a 3% budget increase. The board must sign a budget certification to approve it. With the increase, Barbara plans on replacing the computer system.

Dana made a motion to accept the Executive Directors report. Deborah seconded it. All members voted in favor.

The next meeting will be held on December 15, 2011 at 2:15 p.m.

Motion made by Deborah, seconded by Dana to adjourn at 3:25 p.m.

All members voted in favor.

*Barbara A. Puff, Secretary*