

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
December 15, 2011
Minutes

MEMBERS PRESENT: Bill Drumm, Deborah Salem, Ariane Blanchard

MEMBERS ABSENT: Bob Magee, Dana DelGrande

OTHERS PRESENT: Barbara Heaphy

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

Minutes:

Motion was made by Ariane, seconded by Deborah to accept the minutes of the November 17th meeting. All members voted in favor.

Check Register:

Deborah asked about the \$818.00 payment to Country Carpets. Barbara explained that it was for replacement of a very badly worn, stained living room carpet in an elderly apartment. The tenant has been living there for quite a long time. After Barbara looked at it, she agreed it needed to be replaced. Motion made by Ariane, seconded by Deborah, to accept the November check register. All members voted in favor.

Executive Director's Report:

In reviewing the waitlists, it was mentioned that the two bedroom is the longest and always seems the most popular. Deborah asked if there is room on this property to build more units and Barbara doesn't know where that stands at the moment.

Accounts receivable is high and it's not unusual for this time of year, Christmas. However, it is also early in the month and some tenants are consistently late. One family has been ordered by the court to pay balance owed when they receive tax return.

Bill asked about the accounting balance sheet that Sue does and is part of the board member packet. Does it reflect the tenant rent balance that Barbara reports on? No it does not. Sue's balance sheet is through October and Barbara is reporting on December rents received so far. This can be confusing. Bill would like to have a clearer understanding of the balance sheet. Barbara will ask Sue to go over it with her when she comes next week. A handout would be very helpful as well.

The October 30th storm damage and cleanup was completely covered by insurance. The claim went through quickly for over \$3,000.00. The roof on building 6 at Brookside was damaged and I have called a few local roofers and have not heard back from any of them.

The Capital Needs Plan I've been working on has been submitted to DHCD for approval. Once it is approved, the bathroom fan work will begin at Flagrock as well as the design piece for the site work at Brookside.

Maureen Astalis gave her notice two weeks ago. Now I am looking for an assistant and have advertised in

the Shopper's Guide. So far I've received two resumes. The position is part time for twelve hours a week. I am looking for someone with computer experience. Quickbooks experience is a plus.

The boiler replacement contract has to be amended because funds that weren't used, in the amount of \$9,879.00, go back to the state. This was contingency money that we didn't need for any type of change order or unexpected cost. The amended contract has to be voted on and signed by the chairman. Motion made by Ariane, seconded by Deborah to approve the amended 705 boiler replacement contract. All members voted in favor.

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

The next meeting will be held on January 19, 2012 at 2:15 p.m.

Motion made by Deborah, seconded by Ariane to adjourn at 3:15 p.m.

All members voted in favor.

Barbara A. High, Secretary