

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
November 15, 2012
Minutes

MEMBERS PRESENT: Deborah Salem, William Drumm, Ariane Blanchard

MEMBERS ABSENT: none

OTHERS PRESENT: Barbara Heaphy, Ann Condon

The meeting was called to order by Deborah Salem at 2:20 p.m.

Minutes:

Sections of the minutes were incorrect when sent out but corrected and passed out at the meeting. Motion made by Arianne, seconded by Bill to accept the minutes of the October meeting. All members vote in favor.

Check Register:

Arianne mentioned the Valley roll off expense in October which was the dumpster rental for apartment 105 clean out. There were two stoves purchased at different prices. The higher priced stove was for a family unit. Apex Automotive bill for \$2200.00 was for repairs on the truck: shock absorbers, front suspension, ball joints, front brake pads, rotors and calipers. Deborah thought Apex was high. Arianne mentioned Steve's on State Road as being reasonable and very good. Motion made by Arianne to accept the October check register. Deborah seconded it. All members voted in favor.

Executive Director's Report:

Applications on file have slightly increased since last month.

2- 1 bedroom units are vacant now at Flagrock. One more will be vacant by the end of November. I am in the process of filing one of them. I have applied for extra vacancy turnover funds in the amount of \$4,090.00 for the apartment that sustained heavy nicotine damage.

The accounts receivable is high due to the large amount owed by the family that I went to court with on Wednesday, November 14th. A judgment was passed in favor of the Housing Authority and an agreement is in place. The family will stay current every month and will pay the total amount owed with 2012 tax returns by February. The past tenant who owes and has fallen behind will be going back to small claims court.

Ann Condon asked if the outstanding accounts receivable amount has increased with the bad economy and the answer is yes. Bill agreed that he's seen the amount owed gradually going up over the last few years.

Dewey Court Update:

I met with Brad Gordon in his office earlier this month and we talked about entering into a Memorandum of Understanding with Berkshire County Regional Housing Authority. Great Barrington Housing Authority would manage Dewey Court under conditions agreed upon by both parties. For a management fee, Great Barrington Housing would oversee day to day operations, maintenance, tenant selection, apartment inspections, capital projects, etc. I would be working in Sheffield about fourteen hours in addition to the hours I work in Great Barrington. Rich would act as a maintenance consultant as needed. This collaboration would be beneficial to both Great Barrington Housing Authority and Dewey Court with the proposed regionalization plan that may eliminate small housing authorities. We have been encouraged by NAHRO to collaborate when we can.

Administrative Assistant:

I hired an administrative assistant who started on November 5th. She is working out well so far. Her name is Tara Beavers. She has computer knowledge and experience. She seems very personable and pleasant.

I also hired a part-time, temporary maintenance assistant to help with the apartment turnovers. Anthony Clark started on November 5th as well. We have funds available for this because we didn't use an assistant this past summer.

Snow Plow Bids:

Two contractors bid this year. Gary O'Brien was awarded the seasonal contract. The other contractor, Race Tree Service from Sheffield, submitted a bid that was filled out incorrectly. When he understood this, he asked to resubmit and I never received anything.

Motion made by Arianne to accept the Executive Director's report. Bill seconded it. All members voted in favor.

Ann Condon sat in on the meeting because she is interested in serving on the board, possibly filling the seat that is vacant until May, 2013. She has served on the affordable housing board in Great Barrington and believes there is a great need for more affordable housing here.

Motion made by Bill, seconded by Ariane to adjourn at 3:20 p.m.

All members voted in favor.

Next meeting December 20, 2012

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