

# GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

June 21, 2012

Minutes

MEMBERS PRESENT: Deborah Salem, William Drumm, Dana DelGrande

MEMBERS ABSENT: Arianne Blanchard

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by Deborah Salem at 2:21 p.m.

## **Minutes:**

May 17<sup>th</sup> - Motion was made by Dana, seconded by Bill to accept the minutes of the May regular meeting.

All members voted in favor.

May 31<sup>st</sup> - motion made by Dana, seconded by Bill to accept the special meeting minutes. All members voted in favor.

## **Check Register:**

Deborah asked about the check for monogramming. Barbara said this check was to purchase monogrammed t-shirts and sweatshirts for Rich. The monogram, "Great Barrington Housing Authority", identifies Rich when he enters tenant apartments or meets with a salesman or contractor. He looks more professional and trusting if he enters a tenant's apartment, especially a new tenant. I reorder about every three years.

Deborah asked if a comparison can be done in six months, with National Grid bills from last year and this year, since we changed supplier. Barbara will do that.

The signature cards at Berkshire Bank have to be changed. Deborah and Dana will go in to the bank and sign. Motion made by Deborah, seconded by Dana to accept the May check register. All members voted in favor.

## **Executive Director's Report:**

Applications on file have increased slightly since last month.

The vacant apartment is in the process of being filled. I'm waiting for a response from applicant.

Accounts receivable – Past tenant continues to pay. Six families haven't paid and will be contacted. One owes back rent from income that wasn't reported and will be served a 30 day notice. I found out from a third party that the tenant had been working and has never reported this income.

Capital Needs Projects:

Site work at Brookside. We had a kick off meeting at which we talked about prioritizing what needs to be done based on limited funding. We agreed that sidewalks, more lighting and road pavement are most needed.

Bathroom exhaust fans at Flagrock - Jeff Moran, owner of Moran Mechanical, signed a notice to proceed with this work. Start date is June 29<sup>th</sup> for bathroom fan motor replacement for all fans in second floor, elderly apartments.

Deborah asked about the sidewalk right before the house next door. It has an evergreen tree nearby that is over grown and blocking the sidewalk. It needs to be cut back. Rich walked in and verified that we do own that sidewalk. Rich will trim the low branches on that evergreen.

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

**Dewey Court Update:**

Brad Gordon, Executive Director of Berkshire County Regional Housing Authority has been in touch with Lizbeth Heyer from DHCD. He explained the proposal to her and asked if she would come out to the Berkshires this summer to have a meeting with us. She supports the concept and recommends that we use the Commission Report that will be out soon as a guide to our efforts.

**Community Gardens:**

The vegetable garden has been planted and is being maintained by about a handful of tenants. I took a look at it the other day there's a variety of different herbs and vegetables and it's growing.

**Salary Signature Form:**

Barbara asked the board to sign a schedule of positions and compensation form that lists the employee's and their salaries, to be submitted to DHCD. Barbara signs as well. Signatures certify that all information is true and correct.

Next meeting – July 19, 2012

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

All members voted in favor.

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