

## GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting  
March 28, 2013  
Minutes

MEMBERS PRESENT: Deborah Salem, William Drumm, Ariane Blanchard, Ann Condon, Dana DelGrande

MEMBERS ABSENT: none

OTHERS PRESENT: Barbara Heaphy, Sue Honeycutt

The meeting was called to order by Deborah Salem at 2:15 p.m.

### Minutes:

Ann asked about the ownership of Housing Authority land and buildings. Sue said the state owns the land and housing developments, not the town of Great Barrington.

Motion made by Dana, seconded by Bill to approve the minutes of the February meeting. All members voted in favor.

### FY14 Budget:

Sue began by saying we are doing very well this year. Rental income is covering expenses. We aren't earning subsidy. We are keeping up with vacancies so we aren't losing rental income. Sheffield income is showing as of July 1<sup>st</sup>. Administrative salaries show a 3% increase and also Barbara will be getting the \$11,250.00 salary for extra hours worked in Sheffield beginning July 1<sup>st</sup>. Also, the assistant will be getting a dollar an hour increase and once we start in Sheffield on July 1, her hours will be increased from 12 to 18 a week. This is why there is a \$16,816.00 increase in the administrative salary line item. This increase is coming from the management fee we will be receiving from Berkshire County Regional Housing Authority starting in July.

Legal expense was increased a little as was accounting expense.

Maintenance labor went up based on the Dept. of Labor's increase. Rich got an increase from \$19.00 to \$19.73 an hour. Starting in July, Rich will receive a dollar an hour increase when he oversees the maintenance in Sheffield. The maintenance assistant's hours went from seasonal to twelve a week year round. The hours can fluctuate depending on need. He may work more hours in the summer with mowing or when unexpected vacancies come up, but would not exceed the \$9,360.00 annual amount budgeted.

Property insurance went up a little. Employee benefits went up slightly because salaries increased.

Utilities were down last year because of the mild winter. Amount budgeted was increased by 4% of what was spent.

If we stay within this budget, we will increase our reserves by 24% which is \$42,797.00. This is very good because we were way under with reserves a few years ago and we are now coming out of it and will hopefully continue to.

Motion: Dana moved that the proposed operating budget for the Great Barrington Housing Authority Program 400-1 for fiscal year ending 3/31/2014 showing total revenue of \$351,159.00 and total expenses of \$350,361.00, there by requesting a subsidy of \$0.00 be submitted to DHCD for its review and approval. Ariane seconded the motion. All members voted in favor.

Motion: Deborah moved that the proposed operating budget for the Great Barrington Housing Authority

Program 689-1 for fiscal year ending 3/31/2014 showing total revenue of \$13,654.00 and total expense of \$18,692.00, there by requesting a subsidy of \$0.00 be submitted to DHCD for its review and approval. Dana seconded the motion. All members voted in favor.

**Check Register:**

Deborah asked if we shop around for flooring and carpeting when referring to the payment to Country Carpets of \$3,349.00. Barbara stated that we've always used them because they are local, reasonable and do good work. This particular job was floor replacement in a heavily smoke damaged apartment (105). We received vacancy turnover funding for this extraordinary expense so it isn't coming from operating costs. Also, it was an opportunity to convert carpeting to flooring which is initially more expensive but is much more durable in the long run than carpeting. Motion made by Dana, seconded by Bill to approve the February check register. All members voted in favor.

**Brookside Manor Sitework:**

Delsignore Blacktop Paving is getting the site at Brookside ready to start construction sometime in April when the weather warms up. They are doing the preliminary marking of water lines, etc. and getting the necessary permits.

**Capital Improvement Awards:**

We were awarded \$94,928 for FY15 formula funding and an additional \$15,776.00 Health and Safety Initiative award. The latter is to replace the storm back doors at Brookside. The original award of \$236,355 is to be amended. Motion made by Bill to approve the amended Capital Improvement Work Plan 5001 from \$236,355 to \$347,059, a difference of \$110,704. The change is due to additional funding: Fish# 116016: FY2015 formula funding award – 94,928.00. Fish #116019: Health and Safety Initiative award \$15,776.00. Deborah seconded the motion. All members voted in favor.

Motion made by Deborah, seconded by Ann to adjourn at 3:52 p.m.

All members voted in favor.

Next meeting – April 18, 2013