

## GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

July 18, 2013

Minutes

MEMBERS PRESENT: Deborah Salem, Ann Condon, Dana DelGrande, Veronica Cunningham

MEMBERS ABSENT: Ariane Blanchard

OTHERS PRESENT: Barbara Heaphy

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

The thank you card from Bill Drumm was passed around.

### **Minutes:**

No minutes – no meeting in June.

### **Check Register:**

Deborah asked about the check to Claussen which was repairs for outside lighting – 4 street lights. Check to Moran Mechanical – bath and kitchen repairs to several apartments and 1 apt. turnover involving a shower replacement. Check to Simplex for repairs to heat sensors in attic. Alarm went off, the panel wouldn't reset. Simplex came after hours which is more expensive. Check for dumpster was the spring cleanup for the families. Deborah asked if Rich brings receipts to me for everything purchased at the hardware store or for the truck. Yes, he always does. Rich will bring the invoices to me to compare to the bill. He writes on the invoice what it was used for and where: apt. #, etc. Check to Pest Control Company was for bed bugs in a family unit. Tenants had to vacate and prepare the apartment for two applications. So far, the treatment was successful. First Bankcard is the H.A. credit card that I use mainly for postage and rolls of stamps. Fleet Management is the gas card for the truck.

Motion made by Dana, seconded by Veronica to accept the check register. All members voted in favor.

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

Applications on file have slightly increased. The vacant apartment at Brookside, 7B is occupied. There are no vacancies. At the end of August, another apartment at Brookside will be vacant. Accounts receivable: Two elderly tenants still owe and have been notified. Five families have balances and have been notified. One of these families will most likely receive a fourteen day notice. The other four usually pay by the end of the month. The past tenant continues to pay \$50 a month.

### **Brookside Manor Sitework:**

Parking areas and sidewalks are done with the exception of some damage to the curbs by workers, with the heavy equipment used for the blacktopping. The company will be back to make the necessary repairs.

Ann mentioned the miscommunication between Polly at the Senior Center and me, regarding garbage pickup at the Senior Center. The garbage company uses Brookside's driveway to access the Senior Center's dumpster. On the day the driveway was being blacktopped, the garbage company could not get to the dumpster. This could have been avoided if we had been aware of each other's schedules.

**Dewey Court:**

I started working in Sheffield on July 1, 2013. Prior to that, on June 27<sup>th</sup>, Brad Gordon and I met with the tenants. Brad introduced me and talked about the transition and how it wouldn't make that big a difference in the day to day operations. I spoke to the tenants about my experience in housing and told them I'd be there on Mondays and Wednesdays from 8-1 and Thursday afternoons.

I started three weeks ago and it's going well. Quite a few tenants have come in and introduced themselves to me. The property looks nice in the summer. There are lots of flowers coming up and the lawn is mowed weekly. Ann suggested that the board go down to see the property. She said she would leave it up to me to set up a time for members to come down. I will pick a time in August and email the board members. I will report on the progress I am making at Dewey Court at board meetings. The financials go to Berkshire County Regional since we have not taken over the property yet.

**Accounting Contract with Fenton, Ewald & Associates:**

Sue Honeycutt, a CPA from Fenton, Ewald and Associates has been coming to Great Barrington once a month to balance the books. She works on the annual budget with me and once a year, presents the budget at a board meeting. She has been the accountant for the Great Barrington Housing Authority since before I started, seven years ago. The board agreed that Sue has been very helpful. Ann added that it is very important to keep the relationship between accountant and housing authority a business relationship. Motion made by Dana to accept the FY14 accounting contract with Fenton, Ewald and Associates. Veronica seconded the motion. All members voted in favor.

Motion made by Ann, seconded by Deborah to adjourn at 3:04. All members voted in favor.

Next meeting is August 15, 2013

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TO: Board of Commissioners  
FROM: Barbara Heaphy  
DATE: August 15, 2013  
SUBJECT: Executive Director's Report

Total Applications on file:

- 1 bedroom – 50
- 2 bedroom- 42
- 3 bedroom – 23
- 4 bedroom – 9

We are 100% occupied.

**Accounts Receivable/Collections**

- |   |                     |
|---|---------------------|
| • Accounts receivable through August 12, 2013 | \$6,539.01          |
| • Elderly tenant still owing rent             | \$1,430.00 (note 1) |
| • Family tenants still owing rent             | \$3,383.00 (note 2) |
| • Past tenants owing                          | \$1,726.01 (note 3) |

Note 1 – Half of the four tenants still owing pay later in the month. They have all been notified in writing.

Note 2 – Seven families have balances. Three have been served 14 day notices. Two will receive 30 day notices. The other two always pay toward the end of the month.

Note 3 – The past tenant owing is paying \$50.00 a month until her debt is paid off.

**Brookside Manor Sitework:**

When the contractors came back to take care of the areas that had been damaged by the blacktopping, the outcome was unacceptable. They put patches over a few areas on the brand new blacktop that look terrible. The architect from Reinhardt met with DelSignore who agreed to come back, make all necessary repairs and seal coat the entire driveway/parking area. The final payment will not be made to them until this is done to our satisfaction.

**Dewey Court:**

The transition has run smoothly so far. I am working on getting the tenants in the software system for rent and maintenance work orders. Also, I am looking onto funding for new heating systems in the family units. The funding comes from the same energy efficient program I used for the heating systems in the family units at Flagrock Village.

**House Bill 1094 Update:**

On July 22nd, there was a hearing in Springfield on reform legislation for housing authorities. House Bill 1094 is supported by Mass NAHRO. At the hearing, legislators, state officials, housing authority directors, board members community leaders and local service agencies spoke in favor of this bill. Supporters of this bill stressed the importance of preserving local control, local expertise (staff). Local support and services are significant for the quality of life for our residents. Dual Directorship and Collaboration are encouraged among local housing authorities to improve day-to-day operations and services to residents.

There have been two hearings so far around the state and two more will take place in September. *More information on this hearing and housing authority reform is enclosed in packet.*

**Amended CFA:**

The Capital Improvement Work Plan contract has been decreased by \$5,117.44 to recapture the Health and Safety funding that we didn't spend. We were awarded \$15,776.00 for the storm doors at Brookside and the cost was \$10,658.56. The new contract must be voted on and signed.

Barbara Heaphy  
Executive Director