

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

April 17, 2014

Minutes

MEMBERS PRESENT: Deborah Salem, Ariane Blanchard, Ann Condon

MEMBERS ABSENT: Dana DelGrande, Veronica Cunningham

OTHERS PRESENT: Barbara Heaphy, Sue Honeycutt, Ed Abrams who is running for Selectman

The meeting was called to order by Deborah Salem at 2:16 p.m.

Minutes:

Deborah asked that Barbara make a correction to the minutes to include a statement she made: Deborah stated that the agreement between Barbara, Executive Director and Ann Pruhenski, tenant, is not a board issue and should not be addressed at the board meeting. Barbara will correct the minutes accordingly.

Also, Debora pointed out that when Barbara writes the minutes, to use the third person consistently throughout. She started with the third person but the second paragraph was written in the first person. Barbara will write the minutes in the third person.

Motion made by Ariane, seconded by Ann to accept the March, 2014 minutes. All members voted in favor.

Check Register:

Carr Hardware, Dresser Hull, Lee Hardware, John's Home Improvement - The Carr Hardware bill is paid once invoices are matched to the statement. Barbara provided an explanation and backup for invoices and payments that were questioned. Ann mentioned the new format to the check register and how much better it looks.

Barbara praised Erin for making the change.

Deborah made a motion to accept the check register. Ariane seconded it. All members voted in favor.

Sue Honeycutt- Budget Report:

Sue stated that there was a 9% increase in DHCD's subsidy level and increase in utility costs projecting an earned subsidy of \$37,607. Part of that is a snow removal initiative which is \$31 a unit, incorporated in the earned subsidy as well. Sue emphasized that this is just a budget and if rental income is higher or utility costs, lower, subsidy amount earned will change.

We receive a management fee from Berkshire County Regional HA for Dewey Court. This pays a portion of Barbara's salary and Anthony's maintenance hours at Dewey Court. It also pays a portion of benefits. All bills are sent to BCRHA for payment after they are reviewed and approved by Barbara.

There is a 3% increase in administrative salaries. After six months and a review, a one dollar raise has been budgeted for the administrative assistant. Maintenance salaries are set each April by the Dept. of Labor. Rich is also being paid as a supervisor at Dewey Court. The increase in the budget from last year is due to paying two full time maintenance positions.

Electricity and propane spending increased due to the very cold winter we had this year. Sue increased utility numbers accordingly.

Budget allows for a \$3,000 increase that would give us about 20% reserves which is exactly where we want to be.

The 689 program loses money every year because it is a small program. Since its reserves are good, it takes a little from them every year. There is only one unit occupied. Originally, two additional 2 bedroom units were designated 689 but they currently house families.

Subsidy is a calculation based on your actual income and utility cost.

Motion made by Deborah that the proposed operating budget for Program 400-1 for FY ending 3/31/15, showing total revenue of \$359,970.00 and total expenses of \$394,571.00, therefore requesting a subsidy of \$37,607.00 be submitted to DHCD for approval. Ariane seconded the motion. All members voted in favor.

Motion made by Deborah that the proposed operating budget for Program 689-1 for FY ending 3/31/15, showing total revenue of \$13,654.00 and total expenses of \$19,402.00, therefore requesting a subsidy of \$0.00 be submitted to DHCD for approval. Ann seconded the motion. All members voted in favor.

Executive Director's Report:

Total applications on file increased slightly. There will be two elderly vacancies at Flagrock. Rich is working on a family unit now that will be ready by the end of May.

Accounts receivable is a little higher than usual. Four elderly tenants haven't paid. Three pay later in the month. Seven families still owe and have been sent notices. Past tenant sent a three month payment but is behind again. I will send her a notice.

Ann Pruhenski Issue - I sent Ann a letter stating that I would not rescind the no smoking agreement she had signed in 2011.

Dewey Court:

A contractor is working in apartment 11. He's patching holes and painting.

The Health and Safety project is going out to bid at the end of this month. This is for the water dam at the end of the driveway. Construction should begin at the end of May and shouldn't take more than six days.

Hill Engineering is overseeing this project. They were hired because of their engineering expertise and knowledge of the bidding procedures. They are a part of DHCD's house doctor lite program and are recommended for small projects between \$10,000 and \$25,000.

DHCD Asset Manager Site Visit:

Aaron Bienenke is the new asset manager for Great Barrington and Sheffield. He came out last Thursday to look around the properties. I showed him the vacant family unit. He reviewed files and applications. He shared a report with me on rent collection. We were above average in percent collected in 2013. DHCD's benchmark is no higher than 5% outstanding. We were at 1.8%.

698 Roof Replacement:

Hill Engineering is overseeing this project as well. It will go out to bid in early May.

Deborah asked about the electric bill and why there is such an increase? Barbara will do a comparison.

Ariane asked Barbara to put the Solar Project in Great Barrington on the agenda next month. She will get in touch with Malcolm who heads the program, to come to the next meeting.

Members discussed the idea of a board training in the future. If the board is confused or disagrees about certain issues, Atty. Patricia LaFore would come out and do training. Also, there are board trainings by NAHRO scheduled throughout the state.

Ann asked about the grievance process mentioned in the letter written to Ann. Barbara stated that if Ann Pruhenski had come to her after she signed the agreement with a complaint about it back in 2011, she could have asked for a grievance hearing as stated in her lease. She did not do that but willingly signed the "no

smoking” agreement.

Capital Improvement Plan:

The Formula Funding award is \$222,833.00. The upcoming projects we are looking at over the next five years are: bathroom fans at Brookside and the family units as well. Resurfacing the walkways at Flagrock, window replacement in the family units and gutters and downspouts at Brookside, are on the list. Motion made by Ariane to accept the Capital Improvement Plan through FY17. Deborah seconded it. All members voted in favor.

Motion made by Deborah, seconded by Ann to adjourn at 3:50. All members voted in favor.

Next meeting is May 15, 2014.