

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
January 15, 2015
Minutes

MEMBERS PRESENT: Ann Condon, Veronica Cunningham, Richard Needelman

MEMBERS ABSENT: Deborah Salem

OTHERS PRESENT: Executive Director Barbara Heaphy, Nan Wile

The meeting was called to order by Ann Condon at 2:22 p.m.

Minutes:

There was no December, 2014 meeting, therefore, no minutes.

Check Register:

Barbara answered questions about checks to vendors. Barbara will work with Erin on making the check register more specific to each invoice if there's more than one per a contractor. Richard had questions about the balance sheet: Ordinary Maintenance is over budget. Barbara said there have been non-stop vacancies since last January with no end in sight. Apartment turnover has been constant with more than one becoming vacant at a time, family units included. Richard made a motion to accept the check register. Ronnie seconded it. All members voted in favor.

Executive Director's Report:

Barbara reported on the number of vacancies, applications on file and accounts receivable.

Dewey Court:

There is one elderly vacancy that Anthony is currently working on.

Brookside Manor – Bathroom Fans:

Moran Mechanical has not been able to complete this job in a timely manner due to ongoing heat and other calls. They are also trying to coordinate with the electrician. The fans still need to be vented.

Window Replacement – 705 Family Units:

The job went out to bid and Diversified Construction out of Amherst was the low bidder at \$90,645.00 to replace all but four buildings. The four buildings would be funded the following year. However, DHCD approved replacing all windows in every building at \$115,187.00 this FY. Motion made by Richard, seconded by Ronnie to approve the 705-1 window replacement contract. All members voted in favor.

Board Member Resignation:

On November 24th Barbara received an email from Ariane Blanchard stating that she would be resigning from the board due to the pending litigation and health issues. In the interim, the board would like to fill this position through the end of April. Nan Wile stated that she would be interested in filling the position and would like to run in May. Motion made by Ann to approve Nan Wile's request to fill the vacant board position until elections in May. Ronnie seconded the motion. All members voted in favor.

Attorney Patricia LaFore's Contract:

Barbara would like to renew Attorney Patricia Lafore's contract for another year. Motion made by Ann, seconded by Ronnie to approve Atty. LaFore's contract for another year. All members voted in favor.

Budget Revision:

DHCD increased our budget for snow removal by \$2,480.00 and our reserves by \$3,607.00. We were also given a computer initiative of \$5,000.00. The overall increase is 9% therefore we are requesting more subsidy from DHCD. These changes require a budget revision. Motion made by Ann, seconded by Ronnie to approve the budget revision. All members voted in favor.

Prior Budget Revisions:

Barbara was informed by her asset manager that a few signatures were missing on prior budgets and revisions and Barbara must get the missing signatures. Barbara proceeded to get the needed signatures.

Other Business:

Ann asked why the board wasn't informed of the bedbug infestation. Barbara said she addressed it when the bill from the exterminator was listed on the check register. She believes it is part of day to day operations and it was discussed when reviewing the bills.

Ann mentioned the NAHRO Newsletter in November urged tenant participation on boards and the importance of tenant involvement.

By Laws-Section II:

Responsibilities of officers: check signing – Currently, Barbara co-signs check with either the Chairman or the Treasurer. Language in the bylaws should be changed to say that checks are always signed by the Chairman but can be signed by the Treasurer in the Chairman's absence.

If a holiday falls on the third Thursday, would we move our meeting to the following day or the following week? The board agreed to the following week.

Motion made by Ronnie, seconded by Ann to adjourn at 3:45 p.m. All members voted in favor.

Next meeting is February 19, 2015

Respectfully Submitted,

Barbara Heaphy
Secretary