

**GREAT BARRINGTON HOUSING AUTHORITY**

Board Meeting  
September 17, 2015

Minutes

MEMBERS PRESENT: Deborah Salem, Ann Condon, Veronica Cunningham, Nan Wile

MEMBERS ABSENT: Richard Needelman

OTHERS PRESENT: Executive Director Barbara Heaphy, Maintenance Supervisor, Rich Phair

The meeting was called to order by Deborah Salem at 2:17 p.m.

**Minutes:**

Deborah asked that Barbara state who specifically had questions about the balance sheet in the minutes. Ann would like to be able to understand the balance sheet better. Ronnie agreed. Barbara will look into a financial training possibly with Theresa Ewald here in Berkshire County.

Motion made by Ann, seconded by Deborah to accept the August minutes. All members voted in favor.

**Thumbs Down Comment:**

Recently, there was a thumbs down comment in the Berkshire Record, concerned that GB Housing Authority is cutting down trees. Rich thinks the comment came from a tenant at Brookside who was unhappy about trees and shrubs cut down recently around a specific apartment after tenant died. Ann suggested we respond to the comment. After much discussion, it was decided that it would be best not to respond.

Nan Wile had some suggestions of how to keep the tenants informed about projects at Brookside:

A once a month informational letter

A cork or white bulletin board in the community room

Rich mentioned the cubbies that were built for each tenant in the community room. They aren't used very often.

Currently, tenants receive notices in their door

Rich Phair left the meeting at 2:40.

**Check Register:**

After Barbara answered several questions about the check register, motion made by Deborah, seconded by Ronnie to approve the August check register. All members voted in favor.

Barbara will look into combining phone bills to one Telephone Company.

Deborah asked about a plumbing bill in a family unit. Toilet was clogged by pens that had been thrown down it by children. Barbara stated that there is a damage policy and tenant wasn't charged this time, but would be if it happened again.

**Executive Director's Report:**

Barbara reported on the number of vacancies, applications on file and accounts receivable. Currently, there are two vacancies at Flagrock elderly. One will be ready by October 1 and the other by October 15<sup>th</sup>.

The Central Waitlist has not been launched yet. It is in the works.

**Dewey Court:**

The heating system project in building #3 was awarded to M&W Contractors out of Pittsfield. BCRHA board has to approve contract at their next meeting on the 29<sup>th</sup> of Sept.

**Apartment 11 & 13 Work:**

Both yards were re-graded. Underground drains were installed. Tree was taken down at #13. Shrubs removed near each building for better air flow. Chipped siding was replaced. Soffit on #11 pushed back. Stronger more efficient bathroom fans are on order.

**705 Family Window Replacement:**

Rich checked out the space problem in one of the windows in Apt. 11 but the tenant wasn't home. Rich walked around and looked at the window but couldn't see it from the outside. The architect and contractor had gone around with the punch list and didn't see this.

**689 Special needs Bathroom Upgrade:**

This job went back out to bid. Diversified Construction, Amherst was the low bidder and therefore awarded the contract.

**Roof Replacement at Brookside:**

Bids will be placed in the Central Register and opening date is October 7, 2015. There will be a walk through on the 24<sup>th</sup> of September at 10:00.

Nan Wile is still looking into affordable tenant internet. She is looking into fiber optics and will check into who the Town uses. She will have an update at the next meeting.

Nan asked what it entails to develop more elderly housing because there is a need. Construct is involved with new construction of affordable housing. Tim Geller is a developer who's involved as well. Barbara hasn't been involved with new construction and hasn't seen any new state funded public developments in this area for a while.

Ann asked if we could meet at Brookside or the Senior Center once in a while.

Motion made by Deborah, seconded by Ronnie to adjourn at 3:17 p.m. All members voted in favor.

Next meeting is October 15, 2015

Respectfully Submitted,

Barbara Heaphy  
Secretary