

**GREAT BARRINGTON HOUSING AUTHORITY**

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Minutes of

Board of Commissioners Meeting April 6th, 2017

PRESENT: Nan Wile chair, Ann Condon vice-chair, Veronica Cunningham Treasurer, Josh Risen, Jon Hite, Interim Executive Director.

Tenants: Sue Ball, #112 FR; Jackie Sinico, FR

**CITIZENS SPEAK**

Sue Ball: 112; stove burners BR, FR half function; oven has been calibrated but not keeping accurate temperature. Jackie Sinico 210: Board of Health visited on a false report by neighbor that she ran catering from apartment.

**APPROVE MINUTES**

Minutes of January 19, February 16, February 24, Cunningham moved to accept each, seconded by Condon, unanimously approved.

**REVIEW & APPROVE WARRANT**

Executive Director regards as important that the bills be brought, rather than just a warrant request with just a list of payments. Agreed, signed and moved by Cunningham to approve, seconded by Wile, and unanimously approved.

**REPORT OF INTERIM EXECUTIVE DIRECTOR**

It has been a very busy couple of weeks: the Capital Plan in final iterations and copies dated April 1 were in Board boxes. Three items since then: the inclusion of two new work plan items including water tanks at 3 family units; very helpful meeting with residents at Flag Rock and Brookside. Items for next year to pass on to permanent Executive Director will be exterior wood trim and painting or staining of shake on overhang sidings porch overhangs, with exterior trim definitely next year with front porch done this spring. New plan, dated April 5 is for approval.

Met with residents at both locations and explained plans: some requests are already in the plan, e.g. exterior painting; some tree work at Brookside may be possible this year from 'Extraordinary Maintenance' budget, some bathroom fan replacement

Bids for Flag Rock sidewalks and roads came in lower than anticipated; we accepted the base bid without the alternates keeping us under budget. We will have couple of side issues, e.g. increasing the amount of granite vs concrete curbing, etc.

Began to prepare the FY-18 budget, but some issues need to be identified to Board. First, GBHA has no reserves to speak of. Recommend that over next 7 years that reserves be increased to protect the integrity of the GBHA. Salaries and hours must be addressed. May have some need for reduction in hours. Overspending in contract costs approximately 8 or 9%. Reviewing all contract costs we need to pull that back if overspending. It was recommended that Snow Removal be reviewed; that seemed to be reasonable. Eliminating travel costs; very small amount of travel anticipated in fiscal 2018. Once these issues are resolved, can work on how to balance and build up fiscal reserves over 7 or 8 year period and not "jump in the deep end." GBHA has joined the state bulk purchasing program to save money and time eliminate need getting 3 bids; applying for a Home Depot GBHA credit card. There are some budget decisions to make; the guidelines give some flexibility, may be able to get exterior painting done; will meet with accountant, Sue Honeycutt. Goal is May vote on budget.

Condon asked for explanation of Capital Plan 'formula funding': The State creates a profile for each HA from an extensive list, e.g. age of facility, no. of bedrooms, linear sidewalk ft. types of heating, etc. to assess need and allocate amount from the Capital Fund; can also depend on how much DHCD has available from the State; it asks the Board to adopt now what project and how much money to spend over next five years.

Should have another energy audit done to update all available savings.

Have not spoken with Fire Chief yet, but with architect who built Flag Rock: the single fire egress by front door is allowed for the building; fire alarms are tested annually as required so no additional danger; will discuss in meeting with Chief Berger.

Dewey Court: We have three sub-issues: what to do immediately, mid-term, long term. Short term, BCRHA will handle management. Mid-term (beginning July 1) GBHA will have Management Agreement with BCRHA. Long term solution is for Legislature to transfer ownership of Dewey Court to GBHA.

#### OLD BUSINESS

2 vacancies: Brookside 1; Flag Rock family needed significant work, will be ready in a week.

Maintenance: Rich, can return to light duty next week. Scott is working 32 hrs., is reliable and hardworking.

Administrative Assistant, Jesse Mangiardi, is 'doing a great job', a quick study; knows how to speak in Quick Book; would recommend incoming E.D to hire him.

Meeting notices discussed at prior Board meeting has resulted in brochure racks and separate meeting notice-board adjacent and above mail boxes.

Josh Risen: The Executive Director Search report was postponed last meeting pending resolution of a Memo of Understanding re. Dewey Court, which affects number of employment hours and salary. No candidates were interested in lesser hours. Answers from DHCD needed before the Search Committee can move ahead: The I.E.D. had recommended re-advertising for new candidates; the committee has decided to pursue two currently selected candidates in the interest of having a director in place as soon as possible after the I.E.D. leaves.

#### NEW BUSINESS

1. The package of new bids, herewith, distributed to Board: Jon's motion would be to accept the Precise Paving Inc. low bid of \$67,500 for the sidewalk job without the alternates.  
Motion to accept the bid by Condon, seconded by Cunningham, unanimously approved
2. Reference to \$145,700 second to bottom line in 5-Year Capital Plan is the amount of Capital Funds from DHCD; this motion is to accept and authorize an amendment to the previous DHCD contract for work, and create an expectation of an additional \$866,729.52 for Fiscal Year 2019. The Chairperson/or Interim Director is authorized and directed to take all actions necessary.]  
Motion to approve by Cunningham, seconded by Condon, unanimously approved. Copy attached.
3. Based on representations made by the I.E.D from GBHA records, the Board of Commissioners, has certified that the GBHA is in compliance with Lead-Based Paint control and regulations  
Motion to accept by Cunningham, seconded by Risen, unanimously approved.
4. Approval of the 5-Year Capital Plan (2017-21) detailed and discussed in Board Meeting 3.16.17.  
Motion to approve by Cunningham, seconded by Risen, unanimously approved.
5. Letter in Support for Legislation to Transfer Ownership of Dewey Court to GBHA.  
Motion to accept by Risen, seconded by Cunningham, unanimously approved.

ADJOURNMENT at 3:30 pm

NEXT REGULAR MEETING: MAY 18TH, 2017

Submitted by Ann Condon