

Great Barrington Housing Authority  
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Minutes of Board Meeting May 18, 2017  
Call to order at 2:16 PM

Board members present: Nan Wile, Chair; Ann Condon, Vice chair; Veronica Cunningham, Treasurer; Josh Risen. Jon Hite, Interim Executive Director.

Tenants: Annie Bushka, Jane Green, Jackie Sinico, Joanne Iarocci, Ann Pruhenski, Marlene Koloski  
Citizens: Michelle Loubert of Housatonic ; Eileen Mooney, Housatonic, The Newsletter

The meeting is recorded.

#### CITIZENS SPEAK

Michelle Loubert of Housatonic, says minutes have not been uploaded to website since November. Chairman Wile says we will update the website with recent minutes.

Annie Bushka, question about where the sidewalk construction will end, will look outside with Jon after the meeting. Also asked about dissemination of information from the office, e.g. on the hiring of a new executive director. Chairman Wile stated that the office follows strict confidentiality protocol and rumors about a hiring date for the new director were unfounded.

Jane Green, requesting that tenants receive advanced notice before the water is shut off. Jackie Sinico said that she called the office and was told that the office received five minutes' notice of the water shutoff, but asked the workers and was told they called an hour beforehand. Director Jon Hite clarified that they called as they were coming up the driveway and did not give notice. She also stated that she has removed many bird nests from the property. Director Hite said that he would try to think of a way to prevent the birds from continuing to make nests.

Joanne Iarocci asked about the tenant representative. Chairman Wile and Director Hite stated that the Secretary of State has said the statute establishing the tenant representative is unconstitutional as written and needs changing. Chairman Wile suggested establishing a Local Tenant Organization.

Ann Pruhenski asked about who can change leases, and says that Rich (maintenance) okayed air conditioners in the front windows. Director Hite stated that this was incorrect and air conditioners are only allowed in the back of the Flagrock elderly apartments. This tenant also stated that some people were allowed to paint their apartment with unapproved colors. Director Hite said that this was disallowed and that anyone who paints with an unapproved color is in violation of their lease. Marlene Koloski said that the previous director did not care about paint color, and that she was given permission to paint as she pleased so long as it was restored upon her vacating the apartment.

Jane Green asked whether rugs were required to be replaced every 6-7 years, and Director Hite said that they were not, that this was a rumor.

#### APPROVAL OF MINUTES

Motion to approve minutes of April 6, 2017 by Veronica Cunningham, seconded by Josh Risen and unanimously approved.

#### PAYMENT OF BILLS

The Board reviewed and approved the warrant for checks paid by the Authority in the past month. Motion by Josh Risen to approve the warrants, seconded by Veronica Cunningham, unanimously approved.

#### REPORT OF INTERIM EXECUTIVE DIRECTOR

Sidewalk/road work should start around June 14, Director Hite will get a notice out about the parking situation. This will likely be his last meeting as interim executive director.

#### OLD BUSINESS

None

#### NEW BUSINESS

Motion by Chairman Wile to approve \$781 in write-offs from FY17 from vacated/deceased tenants, seconded by Josh Risen, unanimously approved.

Motion by Josh Risen to seek approval from Secretary of State's office to dispose of old documents, seconded by Veronica Cunningham, unanimously approved.

Dewey Court: Director Hite seeking approval to enter into a management agreement with BCRHA beginning on July 1 and lasting for one year. Clarifies that GBHA will have the responsibility of receiving and depositing rent payments, managing their waiting list, receiving and processing applications, signing leases, and going through the occupancy cycle with residents; we would NOT have responsibility for overhead for maintenance personnel, but will have day-to-day supervision of their activity. Motion by Veronica Cunningham to approve the management service agreement with BCRHA, seconded by Ann Condon, unanimously approved.

FY18 program 400 budget: Director Hite states a need for GBHA to build a reserve fund for the 400 program, currently have no reserves. States that a \$45,000 reserve would be suitable for a housing authority of our size. Have cost shifted about \$4,500 from contract costs to extraordinary maintenance so we can do things like changing to LED lights in the courtyard that will eventually save money. Ann Condon asks about snow removal and what costs are in which fiscal year; Director Hite states that all snow removal up through this March was paid for in FY17, and that the only cost currently in FY18 was for sand. We have \$54,000 set aside for contract costs e.g. elevator, plumbing, lock shop, carpet cleaning, etc. Motion by Josh Risen to approve resolution 2017-02-FY for the 400 program budget, seconded by Veronica Cunningham, unanimously approved.

FY18 program 689 budget: have plentiful reserves, have not spent much there. Motion by Veronica Cunningham to approve the 689 budget with revenue of \$13,504 and expenditures of \$14,427 and a subsidy of \$0, seconded by Ann Condon, unanimously approved.

Fee accountant's contract: went up by \$148 from last year. Motion by Ann Condon to authorize the executive director to enter into a contract with Fenton, Ewald and Associates to provide services as needed to perform accounting services for GBHA for FY18 for a fee of \$8,508 and to authorize the interim executive director to execute said contract, seconded by Veronica Cunningham, unanimously approved.

Vote to hire new Executive Director: Tenants all had a positive reaction to their meeting with Vera Cartier. The Board stated that Vera will have a full plate, e.g. learning how to work with a board, working with the administrative assistant (Jesse), working with our fee accountant who does a wonderful job overseeing our spending (Sue), picking up skills with housing authority regulations, and achieving the number of certification courses she will need to take. Ann Condon mentions that these hires are always with a probationary period. Move that the Board of Commissioners appoint Vera Cartier of Pittsfield as Executive Director with a salary of \$49,750 per year with a work week of 35 hours per week, with a contract for a term ending March 31, 2018, and to direct the chair of the search committee to submit necessary documentation to DHCD, said contract subject to DHCD approval, further to direct the chair of the Search Committee to inform Vera Cartier that she can commence work prior to the formal approval of DHCD but that her contract does not take effect until that approval and to negotiate her start date. All votes in favor, unanimously approved.

Motion by Chairman Wile to adjourn the meeting at 3:26, seconded by Veronica Cunningham.