

**GREAT BARRINGTON HOUSING AUTHORITY**

Board Meeting

May 19, 2016

Minutes

MEMBERS PRESENT: Deborah Salem, Ann Condon, Nan Wile, Richard Needelman

MEMBERS ABSENT: Veronica Cunningham

OTHERS PRESENT: Executive Director Barbara Heaphy,

Tenants: Jackie Sinico, Marlene Koloski, Jane Green, Robert Siok

Maintenance Supervisor: Rich Phair

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

**Citizens Speak:**

Rich Phair stated if anymore harassment is directed toward his assistant while working, he will press charges.

Rich stated his assistant works to the best of his ability, shows up, does his job and never complains.

Deborah asked if this should be put on the agenda for discussion. It will be put on the agenda next meeting.

Jackie asked about a timeline for the preservative. It will be scheduled right after Memorial Day. Also, Jackie will be putting in a flat of annuals and will need the water turned on. Also, Jackie requested the stove in the greenhouse be removed.

Jane invited board members to go up to second floor and look at the smoking area that's been decorated with plants. It looks very nice.

Marlene stated the utility allowance for dehumidifiers is \$6.00 a month. Electric company said it could cost up to \$40 a month. She stated that there is still mold behind the heater covers. Rich stated there was no mold when he took the covers off and showed this to Chris Liebenow.

Bob Soik spoke in favor of the smoke free policy. Being a non-smoker, he doesn't want to be around second hand smoke. The Housing Authority is also offering smoking cessation information if anyone wants it.

**Minutes:**

Ann stated that Barbara could abbreviate more. After Richard pointed out a grammar error, motion made by Nan, seconded by Richard to accept the April Minutes. All members voted in favor.

**Check Register:**

After Barbara answered questions about the check register, motion made by Ann, seconded by Nan to accept the April check register. All members voted in favor.

**Executive Director's Report:**

Barbara reported on applications on file, vacancies at both GBHA and Dewey Court and accounts receivable.

Two tenants are withholding rent until BOH conditions are met. Ann stated that this money should be held in an escrow account. Marlene stated that her daughter has put her rent owed in a savings account.

Barbara answered questions asked at last month's Citizen's Speak:

- Moldex was used in #13 on surfaces and is an all-purpose cleaner, safe for use in households. It is also low in fumes.

- Floor in #13 was cleaned with Moldex, sealed and polished with for low maintenance.

- If a tenant has an issue and is not satisfied after going to Barbara, that tenant may request a private conference or grievance hearing.

### **Health Department Update:**

Jayne Smith gave the update she received from Barbara at the May 5<sup>th</sup> meeting:

She gave a copy of the report to board members.

All recommendations by the industrial hygienist in #13 & #15 have been completed. Dehumidifier and surface cleaning have not been done in #11. Power washing is being scheduled for the outside of buildings. The Industrial Hygienist is scheduling a time to come back and re-inspect.

### **Election of Officers:**

Deborah nominated Richard as chairman. Nan Wile agreed to serve as vice-chairman. Richard Needelman agreed to serve as treasurer but Veronica Cunningham was absent and will be ask at next meeting if she would like to serve as treasurer. Barbara is secretary. Debora made a motion to approve the slate of officers as follows:

Richard Needelman – Chairman

Nan Wile – Vice Chairman

Richard Needelman – Treasurer (temporary)

Ann Condon – Member

Deborah Salem – State Appointee Holdover

Barbara Heaphy – Secretary

Ann seconded the motion. All members voted in favor.

Board meetings will be held at the Senior Center in July and on a quarterly schedule thereafter.

### **Smoke Free Property:**

If the board approved the policy, it would go into effect one year after June 1, 2016. Barbara is looking at holding a Health Fair in August which will be funded by Tri-Town Health. It would address other health issues as well – not just smoking. There is concern about one tenant who is still able to smoke in his apartment and his situation. He is a very heavy smoker and has had a hard life. It would be a year before the policy goes into effect. He would be offered support during that time. Deborah made a motion to begin to institute the smoke free policy June 1, 2016 to be enacted one year later. Ann seconded it. Nan abstained. Richard abstained. After more discussion, Richard motioned to table the smoke free policy until next meeting. Ann and Nan voted in favor. Deborah opposed.

### **Capital Plan Contract, Amended Amount:**

Barbara presented the capital plan with new amended amount for this year. Motion made by Deborah, seconded by Nan to approve the contract. All members voted in favor.

### **New Business:**

#### **Utility Allowance**

The utility allowance of \$6.00 for the dehumidifiers is low. Richard asked if we could look at the electric bills over the next four months and re-evaluate. Barbara will notify the tenants that this will be done.

#### **Tenant Liaison**

Currently, there is no tenant representative because there isn't a tenant organization. Barbara will get the information on forming a tenant organization for the tenants. If they are interested in forming one, they would elect their tenant representative.

#### **Meeting with Town Manager**

Deborah and Barbara met with the Town Manager, Jennifer Tabakin, Health Agent, BOH Chairman and Selectmen. The Manager stated that citizen speak gives the citizen an amount of time to speak. There should

be no discussion. Richard stated he will let speakers make their point until he understands, then that will be the end of it.

Employee Harassment

Barbara has documentation of the different times the maintenance assistant has been followed and/or harassed by a tenant. She will contact Atty. Patricia LaFore.

Executive Director's Contract

Substantial increase in salary schedule after nine years with level funding in the budget this fiscal year is difficult to understand. Motion made by Deborah, seconded by Nan to approve the Executive Director's contract for FY 2017. All members voted in favor.

CPC Term

Deborah's term is up. Nan Wile is interested in serving.

Motion made by Ann, seconded by Nan to adjourn at 4:38 p.m. All members voted in favor.

Next meeting is June 16, 2016

Respectfully Submitted,

Barbara Heaphy  
Secretary