

**GREAT BARRINGTON HOUSING AUTHORITY**

Board Meeting

July 21, 2016

Minutes

MEMBERS PRESENT: Richard Needelman, Ann Condon, Ronnie Cunningham, Nan Wile

MEMBERS ABSENT: none

OTHERS PRESENT: Executive Director Barbara Heaphy,

Tenants: Carol Gage, Kay Lord, Susan Morris, Rose Wellauer, Jackie Sinico,

Marlene Koloski, Jane Green

Others: Atty. Maureen Reilly, Selectman Ed Abrams

The meeting was called to order by Chairman Richard Needelman at 2:15 p.m.

Richard Needelman publicly apologized for misplacing a list of questions given to him by Marlene Koloski.

**Citizens Speak:**

Marlene Koloski spoke about the increase in her daughter's electric bill this month by \$110. More than previous month. She stated that mold is growing on bathroom door and wall is cracking from moisture. Rug that was cleaned by Catamount has to be thrown out with dehumidifier going seven days a week. Barbara stated she has not been over to inspect this recent finding. The electric bills will be re-evaluated after August. Tenants were asked to save their bills. Richard stated an additional fan might be needed.

Jackie Sinico asked Barbara if she could meet to discuss a recent matter that needs to be resolved. Barbara set up a meeting for the next morning.

Kay Lord spoke about being a new tenant at Brookside. She said she is very happy here and everyone's been great.

**Minutes:**

After a few grammatical corrections, motion made by Nan, seconded by Ronnie to accept the June Minutes. All members voted in favor.

**Check Register:**

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

**Executive Director's Report:**

Barbara reported on vacancy status: Two one bedroom vacancies at Flagrock. One three bedroom unit is vacant at Dewey Court.

Barbara reported on applications on file, and accounts receivable. Barbara attempted to serve a past tenant who left owing. Notice came back, it was refused at place of employment. Barbara is still trying to find tenant's physical address.

**Barbara answered questions asked at Citizen's Speak:**

There is a preventative maintenance plan in place along with a work order system. DHCD developed a monthly guideline that is followed where applicable.

The Board Meeting agenda:

The Public Housing Authority Board Members handbook states that it is the responsibility of both the executive director and the chairman to assemble the agenda. In general, the executive director usually constructs the agenda.

Marlene Koloski has several issues involving other tenants. Barbara said she has addressed them with the individual tenants. Currently, there is not a tenant organization here that has elected Marlene or anyone to be the tenant representative.

Annamarie Bushka spoke about the effects of second hand smoke. The board voted to approve a smoke free policy.

Health Department Update:

Barbara received a corrections order letter from Jayne Smith. Jayne was present at the inspection by Mike Matilainen on May 26<sup>th</sup>. Apt. 11 is still pending. Apt. 13 has been completely satisfied and we have met all conditions that were asked by the Board of Health. Apt. 15 will be reinspected sometime in August.

Regional Capital Assistance Team Service Agreement:

DHCD has developed a program to assist all housing authorities with their capital needs. RCAT will be administered by the Leominster Housing Authority. A project manager will be assigned to Berkshire County with an abundance of experience in housing maintenance, who will assist with creating an annual maintenance plan, establish a bulk procurement program, prepare and maintain a capital improvement plan along with other services. A Service Agreement has been developed to be voted on by the board.

Motion made by Nan, seconded by Ronnie to accept the Regional Capital Assistance Team Service Agreement with the Leominster Housing Authority. All members voted in favor.

**New Business:**

Nan suggested a hospitality packet for new tenants to leave in apartment. Information on the Senior Center, transportation, food pantry, elder services along with a welcome note.

Nan followed up with Time Warner about Wi-Fi. Time Warner has merged with Charter and are now called Spectrum. They will offer Wi-Fi service and Nan will know more about it at a later date. Nan is looking to get discounted services.

Nan would like board packets sent via email. Board agreed it was a good idea. Those board members who would like a paper copy at the meeting will let Barbara know.

Bathroom fans at Brookside were brought up by a tenant. Barbara states that she has put the project out to bid in the past and there were no bidders. This is something the Capital assistance Team will be able to help us with.

COA Picnic at Flagrock:

Last year it didn't go over too well. Tenants were fighting, so some chose not to attend. Polly would like to know if there is any interest in having one this year. Richard will report to Polly that there is interest.

Rich has treated the slippery stairs at Flagrock with a non-slip finish.

The Smoking Addendum supports a completely smoke free property beginning July 1, 2017.

Motion made by Ronnie, seconded by Nan to adjourn at 3:02 p.m. All members voted in favor.

Next meeting is August 18, 2016 at Flagrock.

Respectfully Submitted,

Barbara Heaphy  
Secretary