

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
February 20, 2014
Minutes

MEMBERS PRESENT: Deborah Salem, Ariane Blanchard, Ann Condon, Dana DelGrande

MEMBERS ABSENT: Veronica Cunningham

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by Deborah Salem at 2:18 p.m.

Minutes:

Motion made by Dana, seconded by Deborah to accept the January, 2014 minutes. All members voted in favor.

Check Register:

Deborah asked Barbara to provide the board with back up of miscellaneous maintenance items purchased at the different hardware stores. She will bring backup invoices from now on. Motion made by Dana, seconded by Deborah to accept the January check register. All members voted in favor.

Executive Director's Report:

One family four bedroom unit is vacant. The family moved out over a weekend with no written notice and owed rent. They left the apartment a mess and left behind broken down furniture and kids toys. It is going to need a lot of work. The carpeting will need to be replaced. We have ordered a dumpster. The tenant left the state so it will be difficult to get any money for back rent or damages from her. It will take time and money to even find her. Barbara will check to see if she leased up after security deposits were required. Family accounts receivable balance is high. The past tenant has not paid in two months. She is not responding to my phone calls or letters. I will have to take her back to small claims court.

Dewey Court:

On January 27th, Mike DelGrande, maintenance person, gave a month's notice. He has taken another position that will start March 1st. Rich and I talked about offering the position to Anthony Clark who is our part-time assistant here. Brad Gordon agrees that this will be a good move and we are working out the details. This position would become full-time: 24 hours at Dewey Court and 12 hours in Great Barrington. Anthony would be a full-time employee who would be eligible for benefits.

Berkshire County Regional was awarded \$22,000 in vacancy funds for apartment 11. They were also awarded \$21,000 for the drainage problem at the end of the driveway. These are two upcoming projects that we can now move forward with.

Designated "no smoking" area:

A few weeks ago, Ann, Ariane, Rich and I walked around Flagrock and found an area to designate for smokers. It is an area on the second floor, the corner between 209 and 210. An ashtray will be provided. The families who are not grandfathered can smoke on their front porches or backyard, nowhere else on the property. Deborah asked if Barbara could pass out the survey asking tenants if they would be in favor of a totally smoke free property. She felt it was important to ask the residents. Motion was made by Ariane, seconded by Ann to

revise the no smoking addendum to include designated area at Flagrock elderly: second floor, corner between 209 and 210. Flagrock family: the front porch or back yard of your apartment. All members voted in favor.

The certificate of final completion for the sitework at Brookside Manor needs board approval before submitted to DHCD for the retainer of \$8,147.00. Motion made by Dana, seconded Ariane to approve the certificate of final completion. All members voted in favor.

Dana mentioned on one of the winter storm days last week, Rich kept the driveway and parking area at Flagrock clear all day because Gary O'Brien's truck broke down. He put in many hours and went above and beyond his regular responsibilities as maintenance supervisor. Dana would like to compensate him for this. Motion made by Dana, seconded by Ariane to compensate Rich. Ariane suggested that Barbara ask Gary O'Brien to compensate Rich. Deborah asked Barbara to speak to Rich about what happened and will bring it to the next meeting. Rich has been the backup for Gary O'Brien in the past and we do have a plow on the housing authority truck to use in these kinds of situations.

The administrative assistant gave one week's notice on January 17th. I advertised and got about fifteen interested candidates. After many interviews and reference checking, I've hired Erin Gray who started today. She is a bookkeeper and has a lot of experience with QuickBooks. She is very pleasant and personable as well.

Berkshire Meadows is interested in putting their clients in unit #27 which is a wheelchair accessible unit currently occupied by a non-disabled family. Barbara would like to move this family to the unit that just became vacant. The board had several concerns about this, some oppose it. Board members feel that this is housing for low income families first. Barbara will speak to someone at DHCD and find out more about this. She stated that there are three wheelchair accessible units. In the past, BCARC and DMH have been vendors. As per DHCD, in 2007 when #9 became available, , Barbara had to first try and find an agency to fill that wheelchair accessible unit with the population it was designated for. Because it is a two bedroom, the agencies she contacted could not fill it. Therefore, a family moved in.

Motion made by Deborah, seconded by Ann to adjourn at 3:40. All members voted in favor.

Next meeting is March 20, 2014