

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
August 16, 2012
Minutes

MEMBERS PRESENT: Deborah Salem, William Drumm, Ariane Blanchard

MEMBERS ABSENT: Dana DelGrande

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by Deborah Salem at 2:21 p.m.

Minutes:

Motion was made by Bill, seconded by Ariane to accept the minutes of the July meeting. All members voted in favor.

Check Register:

Deborah asked what liability check was. Barbara explained that these were employee federal tax and retirement monthly payments. Deborah asked about Simplex Grinnel check. Barbara said that Simplex Grinnel is our alarm monitoring company. This check was for alarm at Flagrock set off after hours by heat detectors in attic. Since then, the heat detectors have been replaced and this shouldn't happen again. Deborah asked about Hat Creek Co. We purchased faucets from them. They had the brand we needed at the best price. Rich had researched and found this company.

Motion made by Bill, seconded by Deborah to accept the July check register. All members voted in favor.

Bill asked Deborah if she got her authorization from Town Clerk to remain on the board as State Appointee. Deborah called DHCD and spoke to a woman named Joyce who said Deborah is still considered a holdover on the board. Deborah also wrote a letter to Lizbeth Heyer at DHCD but hasn't heard back yet. Barbara called her asset manager about this as well but hasn't heard back.

Executive Director's Report:

Applications on file are listed on report.

We are 100% occupied. We will have a vacancy in Flagrock at the end of August.

Accounts receivable – is high as of this date. Over \$3,000 is owed by the family that will be going to court for eviction. They aren't paying anything and I'm hearing rumors that they are going to just leave. Our attorney has advised me to try to get forwarding addresses from the post office if at all possible. The court date won't be scheduled until September. The family and elderly tenants who still owe have been sent notices. The past tenant who still owes and whose son is not responding is probably not going to pay. I will be requesting the board votes to write this \$215.50 amount off. I will ask Sue about writing it off as well.

Capital Needs Projects: Bathroom exhaust fans at Flagrock – Moran Mechanical will receive the exhaust fans around August 22nd. They had a difficult time finding a supplier that carries this particular fan. It will only take a few days to install the new motors and tie them into the existing fans. haven't come in yet.

Once they come in, it will only take a few days to install them.

The sitework at Brookside – Specs were submitted to DHCD the end of June but never got reviewed or processed. To make matters worse, I just found out that the architect from Reinhardt retired in July. Another architect has taken over the project and DHCD is reviewing the specs immediately so the job goes out to bid by early fall.

Housing Regionalization Update:

Barbara has been hearing different rumors about when this regionalization plan might take place and how it will affect this housing authority. She will be attending a workshop on it and will hopefully have some answers. Right now, there just isn't enough information. The Commission Report is very thorough. Deborah would like to keep the commission report another month. She is going to read it and take notes. She has questions about the Executive Director's salary, how it is calculated and does the board have the final approval of this salary. Also discussed was the mandatory regionalization of housing authorities with units under 200. We have 82 units now and if combined with Sheffield and Lenox, we would exceed that amount. It was suggested that Barbara talk with the director in Lenox who plans on retiring soon about the possibility of future collaboration.

Deborah mentioned that the town clerk has put an ad in the shopper's Guide for a board member.

Energy savings over the last three months has been very substantial since we switched our supplier. We saved over \$3,000.00 in electricity cost.

Deborah made a motion to add a new item regarding protocol to the agenda:

If a board member can't attend a meeting, he or she must call Barbara. Ariane seconded the motion. All members voted in favor.

Next meeting – September 20, 2012

Motion made by Bill, seconded by Ariane to adjourn at 3:20 p.m.

All members voted in favor.

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