

# GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting  
February 16, 2012  
Minutes

MEMBERS PRESENT: Bill Drumm, Bob Magee, Deborah Salem, Ariane Blanchard,  
MEMBERS ABSENT: Dana DelGrande  
OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by William Drumm at 2:22 p.m.

## **Minutes:**

Motion was made by Ariane, seconded by Bob to accept the minutes of the January 19th meeting. All members voted in favor.

## **Check Register:**

Ariane asked about the cost of the new computer system. Where did the funding come for this? Barbara explained that when DHCD gave all housing authorities an increase of 4% last year, we had about \$4000 more available and used a portion of this for the computers. Deborah asked if both Rich and Barbara are on salary. Barbara said that she is but Rich gets an hourly rate that is determined by the Department of Labor.

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

## **Executive Director's Report:**

Applications have increased some since last month. With my new assistant, we will be doing a waitlist update to purge the lists. Letters will go out to everyone on the waitlists to clean up all lists.

One apartment is vacant and will be ready for lease up on March 1<sup>st</sup>. I have an applicant who will be moving in then.

Accounts receivable is low. A large portion of the outstanding balance is owed by the past tenant. I've sent her a letter and haven't gotten a response yet. If I don't hear from her, I will take her back to small claims court. Elderly tenants that still owe have been reminded by phone or in writing. Family tenants have been notified as well.

### **Patriot Energy Proposal:**

After speaking with Tracy at Patriot, I got a clearer picture of the proposal. Patriot covers the supply portion only, not the delivery. National Grid still delivers the power and that is around half the cost. The lower rate for supply has been locked in at 0.0721 from 0.085 and 0.089 and looks like a substantial savings of about \$500.00 a month. With Dana's approval I signed a contract for one year with Patriot Energy. I will compare the difference once the new bills start coming in and report back to the board.

### **Budget and Salary Board Certification:**

There were only three board members at the last meeting signing these certifications and DHCD requires at least one more. Barbara explained why this is a requirement now, because of the corruption at the Chelsea Housing Authority. Every housing authority across the state is required to have their budget, financial statements and executive director's salary certified by the board.

The state is also looking at regionalization of housing authorities since the mismanagement of Chelsea. The roof at Brookside on building 6 has been fully replaced after the October 30<sup>th</sup> snow storm. Insurance covered the cost.

Our Capital Needs plan has been approved. Exhaust fans in the bathrooms of the second floor elderly apartments at Flagrock will be replaced and the site work at Brookside will move forward this spring.

Propane leak at Flagrock Elderly:

On Monday, Feb. 13<sup>th</sup>, at 8:00 a.m., a propane delivery truck was leaving the property and started leaking.

All elderly tenants were evacuated into the community room per order of the fire department. They had to remain until the truck was completely emptied. Everyone fully cooperated. Once the propane was emptied from the truck and fully evaporated, the tenants could go back to their apartments. It took about an hour and a half. Bob asked how many tenants were in their units still, the morning of the propane leak. Barbara thinks around 80%. It's a good thing Rich was still on property. There were plenty of firemen on hand as well and would have pitched in if necessary.

New assistant: Liz Holmes started last week as the new administrative assistant. She is working out very well so far. She is a college graduate and has some experience working in housing. She works twelve hours a week.

Ariane made a motion to accept the Executive Directors report. Deborah seconded it. All members voted in favor.

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The next meeting will be held on March 29, 2012 at 2:15 p.m.

Motion made by Deborah, seconded by Bob to adjourn at 3:07 p.m.

All members voted in favor.

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