

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
January 19, 2012
Minutes

MEMBERS PRESENT: Bill Drumm, Deborah Salem, Dana DelGrande

MEMBERS ABSENT: Bob Magee, Ariane Blanchard

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by William Drumm at 2:20 p.m.

Minutes:

Bill asked about the \$818.00 cost for new carpet and if the security deposit was put toward this. No, the carpet was replaced in an occupied elderly apartment. The tenant requested it and Barbara inspected the old carpet and found it to be badly worn, heavily damaged and in need of replacement. Therefore, the security deposit wouldn't be used in this case. If a tenant had moved out and the carpet was heavily damaged by that tenant, the security deposit would be kept and applied to the expense.

Motion was made by Dana, seconded by Deborah to accept the minutes of the December 15th meeting. All members voted in favor.

Check Register:

The month of December is higher than previous months due to the employer contribution to employee health insurance. Bill asked about property insurance. Do we shop around every year? We've been covered by Sullivan Insurance out of Worcester, for a long time now. We have blanket coverage with several other authorities authorized by DHCD.

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

Executive Director's Report:

There are two vacant apartments at Brookside now. One has been filled and tenant will be moving in February 1st. The other was an unexpected death and will be vacant at the end of the month when Rich will go in and start working on it.

Accounts receivable is high due partly to not having an assistant to do the follow up. Bill mentioned that the amounts owed did not add up to the total. Barbara will make that correction. The total is correct. There must be an error in the breakdown. A few elderly tenants haven't paid yet which is unusual. The family balance is large. One family will pay their balance of almost \$2,000 with tax refund as per court agreement.

The October 30th storm caused damage to the roof of building #6 at Brookside. The roof is being replaced by Fairview Roofing from Lee and cost will be covered by insurance. This company was hired to replace all the roofs at Brookside about ten years ago so they are familiar with this project. They are scheduled to begin next week.

A new computer system was installed in the office last week by a company I had used in the past. A technician came in and installed everything. It is up to date, much more efficient and faster.

Patriot energy has proposed another energy saving plan for our electricity that looks like it would be a savings to the housing authority. The representative could give us a substantially lower fixed rate on both properties by buying our electricity through another supplier. If agreed, we would lock into this lower rate for a year. After looking at our current bills, the savings is confusing. Barbara will speak with Patriot again for clarification.

The Governor has asked DHCD to require all housing authorities to have our salary, budgets and yearend financial statements certified by the board. This is a new provision due to the negligent and wrongful acts of the Chelsea housing Authority's Executive Director and board. Each board member is asked to sign the certification form to be submitted to DHCD by January 31st.

When reviewing Barbara's salary, it was asked how salaries are determined. Barbara explained that salary is calculated by number of units, number of programs, years of experience, etc.

Dana 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 February 16, 2012 at 2:15 p.m.

Motion made by Deborah, seconded by Dana to adjourn at 3:20 p.m.

All members voted in favor.

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