

## GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting  
March 29, 2012  
Minutes

MEMBERS PRESENT: Bill Drumm, Bob Magee, Deborah Salem, Dana DelGrande

MEMBERS ABSENT: Ariane Blanchard

OTHERS PRESENT: Barbara Heaphy, Sue Honeycutt

The meeting was called to order by William Drumm at 2:24 p.m.

### **Sue Honeycutt presented the FY 2013 budget:**

There isn't much different from last year's budget. Not much has changed except we are getting a 3% increase this year. Dept. of Labor rates were increased by 2.5%. Therefore Barbara's salary was increased by 2% as well. Maintenance contracts was increased a little by \$3300.00 for vacancies in the upcoming year. Maintenance supplies was slightly increased by \$100.00 because we've stayed within the current budget. Rich has done a great job looking for the lowest prices when shopping for any supplies.

Insurance benefits went up a little. Utilities went down probably due to the mild winter we just had. \$2000.00 was budgeted for appliances. Sue estimated our current reserve at the end of March, to be around \$13,000.00. She is asking DHCD for an additional \$6,500.00 to bring our reserve up to 10%. It's difficult to say how much we will get. Sue stated that we had a good year in 2012 and this 2013 budget is tight but manageable. We are in a situation now where we are earning little subsidy and rents need to cover our expenses. We do really well with accounts receivable – collecting rents. Other income includes commission on washers and dryers in both elderly projects and cable TV fees. There is around \$35,000.00 in the cash account now. This amount can go up or down at any given time, depending on large bills that come in like: annual property insurance, annual health insurance or an electric bill in the winter. We have no control over the rent amounts each tenant pay either. Rents are based on each individual's income.

Motion made by Dana, seconded by Deborah to accept the 2013 budgets 4001 and 689-1 for fiscal year beginning April 1, 2012 through March 31<sup>st</sup>, 2013. All members voted in favor.

### **Dewey Court, Sheffield:**

Barbara was recently approached by DHCD regarding the management of Dewey Court in Sheffield. Currently, Berkshire County Regional Housing Authority, located in Pittsfield, owns the property which consists of 22 units of elderly and 8 units of family housing. BCRHA has moved in a different direction, away from managing housing. They would like to hand this property over to the Great Barrington Housing Authority mainly because of our good track record as housing managers but also our proximity to Sheffield. Sue Honeycutt has been discussing this idea with Theresa Ewald, the accountant for BCRHA and also its Executive Director, Brad Gordon. An agreement would be worked out where Barbara would be working additional hours and would probably work mostly out of the Great Barrington office so part of the costs to run the office would be expensed to Dewey Court. The property does need more money to turn around the apartments that are vacant. DHCD would provide funding for this and anything else needed before the property was transferred. The director of BCRHA would like to see this transfer by July 1, 2012. The property has been struggling some due to the fact that it hasn't received the attention it needs. There is a part time manager and maintenance person there now. If Great Barrington took over, the manager would be eliminated. There would still be a part time maintenance man on site. If Rich was ever needed in Sheffield, he would be paid by Sheffield. The administrative assistant hours here would

most likely increase with the take-over of Dewey Court. Also, there is no Sheffield Housing Authority board. The Great Barrington board would oversee Dewey Court.

Sue brought up the governor's plan to regionalize Housing Authorities in the state. This would involve combining many of the small housing authorities into one and if we expanded into Sheffield, we would be a stronger authority if regionalization becomes a reality in the future.

The board is not expected to make a decision today. Sue just wanted to put it out there for everyone to start thinking about. Brad Gordon would certainly like to sit down and go over the specifics with the board and DHCD in the very near future.

**Minutes:**

Motion was made by Dana, seconded by Bob to accept the minutes of the February meeting. All members voted in favor.

**Check Register:**

Deborah asked Sue if the board should ask for back up of bills paid on the check register. Sue said any time there is a question about a bill, ask and Barbara will supply the actual bill.

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

**Executive Director's Report:**

Applications on file have decreased in number since last month. This would be as a result of the waitlist update that was recently done. However, new applications do come in regularly.

We are 100% occupied.

Accounts receivable is low. A large portion of that is owed is owed by the past tenant. I am now in the process of taking her to small claims court. One elderly tenant owes two months and I am having a difficult time with the family. I've been dealing with the son who doesn't answer my phone calls but did just leave me a message saying he would be out and paid up in full by the end of April. The family tenants have been notified as well.

Capital Needs – Bathroom fan replacement in the second floor elderly apartments is in the works. Site work at Brookside plans have been drawn up and gone forward to a house doctor at DHCD. Work should begin sometime this summer.

Liz, my administrative assistant is leaving in two weeks to get married. I've hired someone to start next Monday and she will train with Liz over the next two weeks.

Dana motioned to accept the Executive Director's report. Deborah seconded it. All members voted in favor.

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The next meeting will be held on April 19, 2012 at 2:15 p.m.

Motion made by Deborah, seconded by Bob to adjourn at 3:22 p.m.

All members voted in favor.

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