

**GREAT BARRINGTON HOUSING AUTHORITY**

Board Meeting  
February 19, 2015  
Minutes

MEMBERS PRESENT: Deborah Salem, Veronica Cunningham, Richard Needelman, Nan Wile

MEMBERS ABSENT: Ann Condon

OTHERS PRESENT: Executive Director Barbara Heaphy

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

**Minutes:**

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

**Check Register:**

After Barbara answered questions about the check register, motion made by Deborah, seconded by Ronnie to approve the January check register. All members voted in favor.

There were also questions about the balance sheet that Barbara will ask Sue about. She will be at the next meeting and will answer any questions.

**Executive Director's Report:**

Barbara reported on the number of vacancies, applications on file and accounts receivable.

**Dewey Court:**

There are two elderly vacancies. One is ready for occupancy and the other, Anthony is starting to work on.

**Brookside Manor – Bathroom Fans:**

The two bathroom fans have been installed in two elderly units. The project to install bathroom fans in all the apartments at Brookside will go out to bid.

**Electricity Increase:**

With electric heat at Brookside and the increase in electricity, the electric bill for one month was \$12,000. I went to the company and asked for a lower rate moving forward. They agreed to work with me and gave me a better rate from 20 cents to 14 cents. They also agreed to a payment plan.

**Capital Plan Amendment:**

The Capital Improvement Plan for FY16 increased by \$229,229.96 and the Health and safety Award was adjusted. It needs a board vote of approval. Motion made by Deborah, seconded by Ronnie to approve the amended Capital Plan. All members voted in favor.

**Snow vs. Vacancies:**

As reported earlier, the frequent snow storms have been the priority so currently, we are behind with vacancy turnover.

Motion mad by Ronnie, seconded by Richard to accept the Executive Director's report. All members voted in

favor.

**Check signing:**

Deborah brought up the occasional difficulty with check signing. There have been a few instances when either she or Richard can't make it in on a Tuesday to sign checks. Deborah asked Ronnie if she would be a check signer and she agreed. Barbara would let Berkshire Bank know that she was coming in the next day to sign the signature card.

**Board Training:**

Deborah said she is ready for a board training and asked Barbara to contact Patricia LaFore. Barbara said she will ask Patricia to do a training on the day of a meeting, before the meeting.

Motion made by Ronnie, seconded by Nan to adjourn at 3:02 p.m. All members voted in favor.

Next meeting is March 19, 2015

Respectfully Submitted,

Barbara Heaphy  
Secretary