

# **GREAT BARRINGTON HOUSING AUTHORITY**

Board Meeting  
April 16, 2015  
Minutes

MEMBERS PRESENT: Deborah Salem, Ann Condon, Richard Needelman, Nan Wile

MEMBERS ABSENT: Veronica Cunningham

OTHERS PRESENT: Executive Director Barbara Heaphy, Sue Honeycutt, accountant

The meeting was called to order by Deborah Salem at 2:17 p.m.

## **Minutes:**

In the February minutes, Deborah accepted the January minutes as read but was not present at the January meeting.

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

## **Check Register:**

Barbara answered several questions about the check register, Moran Mechanical in particular. Richard asked if we could enter into a contract with Moran Mechanical or get a small discount because we use them so much. Barbara will look into this. She mentioned that we've had an unusually high amount of plumbing and heating issues this past season. Also, the plumbing at Brookside is over forty years old. Motion made by Deborah, seconded by Nan to approve the February and March check registers. All members voted in favor.

## **FY 2016 Budget:**

Sue Honeycutt explained that DHCD allowed a 3% increase in the budget and administrative salaries. We are required to pay the Department of Labor maintenance rates. Maintenance contracts was increased in fy16. We will contract out the lawn mowing this year. There's been a water and sewer increase as well as a big increase in electricity cost. Solar energy is still an option we will pursue. When we go into the solar program and start saving money, D.H.C.D. allows housing authorities to keep 25% of the savings.

This past year has been very difficult with heating issues, frozen pipes, vacancies etc. Spending has been high so our reserves are low. Sue is requesting \$20,000 in reserves.

### **Budget Certifications:**

Ann Condon moved that the proposed 400-1 budget for FY16 showing total revenue of \$363,479.00 and total expenses of \$413,690.00, there by requesting a subsidy of \$70,211.00 be submitted to D.H.C.D. for review and approval. Nan Wile seconded the motion. All voted in favor.

Nan Wile moved that the proposed 689-1 budget for FY16 showing total revenue of \$13,504.00 and total expenses of \$20,286.00 there by requesting a subsidy of 0.00 be submitted to D.H.C.D. for review and approval.

Ann Condon seconded the motion. All voted in favor.

All members signed budget certifications.

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

Barbara reported on the number of vacancies, applications on file and accounts receivable. High number of applications received in early in March.

**Dewey Court:**

There is one elderly vacancy that will be ready for May 1<sup>st</sup>. An engineering firm was hired to do a study on the heating problem in building #3. Once the problem is determined the job will go out to bid. The goal is to have adequate heat in building #3 before next heating season.

**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 just went out to bid and bids are due on April 23<sup>rd</sup>.

**Window Replacement – 705 Families:**

The Notice to Proceed was issued to Diversified Construction who will start in the vacant apartment around the 20<sup>th</sup> of April. We should be done installing new windows in all family apartments by the end of May.

Barbara passes out an updated Capital Spreadsheet to each board member. It outlines projects that have been completed and upcoming capital projects.

**Lead Law Certification:**

The board signed the Lead Law Certification that states we are in compliance.

**By Law Revision:**

Section II: Checks are signed by the Executive Director and one board member: either the chairperson, the treasurer or one other board member designated by the board as a signatory.

Motion made by Deborah, seconded by Ann to accept the By Law revision. All members voted in favor.

Motion made by Deborah, seconded by Richard to adjourn at 3:33 p.m. All members voted in favor.

Next meeting is Tuesday, May 19, 2015 at 2:15.

Respectfully Submitted,

Barbara Heaphy  
Secretary