

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
May 19, 2015
Minutes

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

MEMBERS ABSENT: none

OTHERS PRESENT: Executive Director Barbara Heaphy,

The meeting was called to order by Deborah Salem at 2:20 p.m.

Minutes:

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

Check Register:

Barbara answered several questions about the check register.

Motion made by Ronnie, seconded by Ann to approve the April check register. All members voted in favor.

Executive Director's Report:

Barbara reported on the number of vacancies, applications on file and accounts receivable. She reported there are more locals on the elderly/handicapped waitlist than the family waitlist.

Dewey Court:

There is one elderly unit vacant. It is on the second floor so the stairs have been an issue. Currently, most of the applicants on the waitlist request the first floor only.

An engineering firm from Adams has started looking at the heating system in building 3 and is doing an extensive study to determine the problem.

Brookside Manor – Bathroom Fans:

There were no bidders on the bathroom fan project at Brookside Manor. One company looked at the job but didn't bid because he didn't agree with one item in the spec. The DHCD engineer changed the spec and put the job back out to bid. Hopefully that contractor will bid on it.

Window Replacement – 705 Families:

Diversified Construction started replacing windows in the vacant apartment - #6.

Also, they have requested a change order to add new trim to cover cut edges of windows. Trim has to be painted. The additional cost is \$4,093.00. Motion made by Deborah, seconded by Richard to approve the change order. All members voted in favor.

Cable:

Thanks to Nan Wile's effort and persistence with the cable company, we now have a lower rate. The Housing Authority entered into a contract with Time Warner Cable that is less expensive and gives the tenant's more channels. It comes to around \$40.00 savings for each property. Also, a contact rep will be available through the Housing Authority office to tenants who might want additional channels or internet.

Moran Mechanical:

Because we do a lot of business with this company, they have agreed to give us a 10 percent discount on every invoice. Also, they are working with their vendors to keep cost of materials down.

Election of Officers:

Deborah said she is interested in serving as chairman again. Deborah nominated Richard as treasurer. Ann agreed to serve as vice-chairman. Barbara is secretary. Deborah made a motion to approve the slate of officers as follows:

Deborah Salem: Chairman

Ann Condon: Vice-Chairman

Richard Needelman: Treasurer

Barbara Heaphy: Secretary

Nan seconded the motion. All members voted in favor.

Executive Director's Salary Certification and Contract:

All board members signed salary certification. The Chairman signs the contract. Motion made by Deborah, seconded by Ronnie to accept Barbara's contract of employment. All members voted in favor.

End of Year Financial Statements:

Statements were signed by board members.

Motion made by Deborah, seconded by Ann to approve the yearend financial statements. All members voted in favor.

New Business:

Ann reported that four family tenants are using the community gardens. Ann would like to invite children to plant sunflower seeds and have a contest with prizes awarded for the best sunflower. She would donate the seeds and prizes.

Deborah asked about board training. Barbara will contact Patricia LaFore to about coming out to do this.

Motion made by Deborah, seconded by Richard to adjourn at 3:21 p.m. All members voted in favor.

Next meeting is Thursday, June 18, 2015 at 2:15.

Respectfully Submitted,

Barbara Heaphy
Secretary