

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting

March 17, 2016

Minutes

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

MEMBERS ABSENT: none

OTHERS PRESENT: Executive Director Barbara Heaphy,

Tenants: Jackie Sinico, Marlene Koloski, Jane Green

The meeting was called to order by Chairman Deborah Salem at 2:16 p.m.

Citizens Speak:

Jackie Sinico asked about the staining of the deck at Flagrock and new lines painted in the parking lot. Barbara said that she and Rich have been talking about the deck work and it will be stained at night when the weather gets warmer. Jackie said thank you for putting the cans up, to keep the birds from building nests and making a mess of the sidewalk. The line painting in the parking area will be scheduled in warmer weather as well. Jackie also mentioned she will be starting a garden shortly and will need a long enough hose. Barbara is taking care of it.

Marlene asked when the drainage in her daughter's back yard will be corrected. The kids can't play out there after it rains. It is too muddy. She had pictures on her phone that she showed the board of muddy sneakers and the back yard. The gutter in the front to the side of the door is in several pieces and still isn't working. There are holes in it and parts are crushed. Marlene asked why the ladies room door is locked. Barbara stated she doesn't know. It has always been locked since before she started working here nine years ago.

Barbara stated that Sarai's back yard will be rolled when Gary O'Brien comes to grade #15. Sarai's gutter will be addressed as well.

Minutes:

Ronnie asked about the elevator weekly cleaning and tile replacement. Barbara spoke with the elevator company and the technician will come in and go over everything with Barbara. Barbara will ask about the floor tiles as well. Ronnie asked about work orders. Barbara explained how the work order system works. Motion made by Ronnie, seconded by Nan to accept the February minutes. All members voted in favor.

Check Register:

Richard mentioned there are much cheaper ways to unclog a sink or a toilet than with a blaster. He does not recommend a blaster. Also, Richard suggested snaking all apartments, every five years. Motion made by Ronnie, seconded by Nan to approve the February check register. All members voted in favor. Richard had a few questions about the balance sheet. Barbara will ask Sue when she comes next.

Executive Director's Report:

Currently there is a one two bedroom available and a three bedroom just opened up. The two bedroom will be ready in a few days. There is an applicant lined up to move in early April.

Accounts receivable is high but a large part of it is owed by the two families who are withholding rent. The board would like Barbara to write to the tenants reminding them they are required to pay rent owed when the condition are met. Barbara will get some guidance from the attorney on this as well.

Dewey Court:

We are 100% occupied at Dewey Court. We are getting estimates on replacing the storm doors on all apartments.

Citizen Speak Issues:

Marlene's complaint about parking rules – Barbara said they are being enforced and non-tenants are being reminded to park in the upper lot. When the lines are painted, tenant, visitor and handicapped parking will be marked.

Marlene's complaint about the gutter on her daughter's apartment – It will be looked at and either fixed or replaced.

Marlene's complaints about Anthony – Barbara stated that Rich had a written schedule for Anthony when he went on vacation. Anthony kept a day to day log of everything he did and the times, each day that week. According to Anthony, most of the accusations made were incorrect. Also, Richard mentioned the importance of checking apartments after they have been cleaned and painted for new occupancy. Ronnie asked Barbara about her meeting with Jackie. Barbara said they discussed operational issues. Jackie had ideas and some good recommendations that Barbara will consider.

Criteria for being placed on the agenda:

Anyone who wants to be put on the agenda should put it in writing a week before the agenda goes to the town clerk, (Tuesday before Thursday board meeting).

Health Department Update:

Since everyone except Deborah attended the BOH meeting, Barbara didn't elaborate on it in her report. Barbara stated that the report sent to Atty. John Liebel was a draft and the final report with specific recommendations, is coming. Also, Tom Barthelette from DHCD is coming on Monday, the 21st to go over specs for the dehumidifiers and offer guidance on implementing each recommendation. The tests came back and it was determined that there was a low probability of mold in apartments 11 & 13. There was a high probability of mold in unit 15 – kitchen/dining area. Barbara stated from her understanding, the high count in the kitchen was on the surface and the recommendation was to clean the surface. Rich did the cleaning the day after the BOH meeting. He used a mold resistance cleaning product. The area will be checked for mold in a few weeks. The piece of sheetrock in the mechanical room in 11 is going to be removed.

The heating system will need to be shut down because the water heater will have to be moved. Ann asked if it was determined that there is a water barrier beneath the floors. Based on the architectural drawings, there is one. Barbara doesn't know how the tenant in #11 came to the conclusion that there isn't a vapor barrier beneath the floors. Richard mentioned a situation at his home where he thought water might be coming in through the floor. He got a dehumidifier, which took care of the moisture problem and realized the tightness of the building (windows and doors being closed) and lack of air flow was causing the moisture. A very efficient dehumidifier may alleviate the problem. Ronnie mentioned the regrading of the backyards. Barbara stated that 11 and 13 had been done but 13 will have to be rolled out. Gary O'Brien will come back and do this. Also, drainage has been installed around 11 and 13 to keep water away from the buildings.

Smoke Free Survey:

Barbara reported on the results of this survey that was sent to every tenant. She's hoping more surveys come in to get a better picture. She will be meeting with Tri-Town Health Inspector who will be helping us with this transition.

Nan is not in favor of complete property being smoke free. It seems more isolating. Barbara stated that HUD is going to mandate smoke free properties in the near future and DHCD will follow. This policy would protect non-smoking tenants from second hand smoke, help to prevent fires and reduce turnover costs and property damage.

Lodestar Energy:

Barbara signed the solar net-metering contract with Lodestar Energy.

New Capital Projects:

Barbara passed around a spreadsheet with current capital projects, fund spent and future funding. She stated that a lot of money was spent last year on several projects that needed to be addressed. This year, money will be spent on roofs at Brookside, chronic dampness issues in 3 family units and walkway updates at the special needs house.

Nan asked about the trees at Brookside. There are a few that will need to come down. We will talk about this at next meeting.

Motion made by Ronnie, seconded by Deborah to adjourn at 3:32 p.m. All members voted in favor.

Next meeting is April 21, 2016

Respectfully Submitted,

Barbara Heaphy
Secretary