

GREAT BARRINGTON HOUSING AUTHORITY

Board Meeting
October 17, 2013
Minutes

MEMBERS PRESENT: Deborah Salem, Dana DelGrande, Ariane Blanchard,
Veronica Cunningham

MEMBERS ABSENT: Ann Condon

OTHERS PRESENT: Barbara Heaphy

The meeting was called to order by Deborah Salem at 2:15 p.m.

Minutes:

Motion made by Dana, seconded by Deborah to accept the September 19, 2013 minutes. All members voted in favor.

Check Register:

Deborah asked if we had accounts at the several small hardware store listed on the check register. We do, but on occasion we will purchase an item from a company with a credit card. The most recent was a snake for unclogging pipes. Rich found it on line at a good price and it was ordered with a credit card. Deborah mentioned how efficient it would be if there was a central supply company from which Housing Authorities could order in bulk and save money.

Dana made a motion to accept the check register for September. Veronica seconded it. All members voted in favor.

Executive Director's Report:

Both vacant units at Brookside were leased up. We are 100% occupied.

The past tenant who is paying \$50.00 a month has bounced two checks. I have tried to contact her with no luck. I will have to take her back to small claims court. The amount still owed, \$1,776.01 is too much to write off.

Brookside Manor Sitework:

The sitework at Brookside is complete. Tom Barthelette will come out and do a final inspection. Once this is done, the retainer will be released.

Dewey Court:

Veronica came down to Dewey Court for a tour. She was very surprised that Mike hadn't done any cleaning up of unit #11. It still had coins, kids' toys and garbage on the floors throughout the apartment. It still had a strong unpleasant odor to it. Mike should have prepared it, picked up before the cleaning company came in to cut the cost. Also, Barbara mentioned to Ronnie that Mike had raised his voice at her that morning. She told him to leave her office. He has been difficult to work with. Barbara called Brad who was very supportive and said that if Mike can't work with me, he should be let go. After he was written up, it was agreed that since Mike was leaving for vacation, I would file it away until the next

incident at which he will be given one warning only.

Apartment #11 was professionally cleaned and they did a great job. At the same time, unit #5 opened up so Mike will be working in there first. The tenant was there only a few months so turnover time will be quick. #11 still needs work that involves money: kitchen cabinets replaced, appliances replaced, complete painting, carpeting replaced. I am waiting for vacancy funds to be available from DHCD because Dewey Court does not have the money. The waiver on this apartment will expire this January. After that, each month it is vacant, there will be a fine.

Playground/Swings at Flagrock:

Barbara looked into the playground possibility on the family property. DHCD highly discourages playgrounds, swing sets, swimming pools and trampolines because of the high risk for general liability claims. Ownership of any of these items carries very special responsibilities regarding safety precautions.

DHCD has recommended that housing authorities adopt a policy which prohibits tenants from having swing sets, swimming pools and trampolines at their state-aided housing units.

Budget Revision:

We are required to do a budget revision due to the additional subsidy funds we received from DHCD.

There was an excess of funding that was divided up among all housing authorities. We received \$26,000.00 that has to be included in our current budget as an exemption to subsidy earned.

Barbara will find out more about how we will receive this subsidy. All board members present, signed the revision.

Motion made by Dana, seconded by Ronnie to approve the subsidy request of \$26,469.00. All members voted in favor.

Motion made by Deborah, seconded by Ariane to adjourn at 3:10. All members voted in favor.

Next meeting is November 21, 2013