

Great Barrington Housing Authority

Flag Rock Community Room at 2 Bernard Gibbons Dr., Housatonic, MA

1:00PM

DRAFT Minutes May 17, 2024

1. The board of the Great Barrington Housing Authority met May 17, 2024. The meeting is called to order at 1:12 p.m. at the Flag Rock Community Room at 2 Bernard Gibbons Dr. Present for roll call were Eileen Mooney, chairman; Philip Orenstein, vice chairman; and Jackie Sinico, tenant representative. Also present was Andrea Lindsay, interim director of the Great Barrington Housing Authority. Sue Honeycutt, Accountant from Fenton Ewald (Zoom); Ann Pruhenski and Nan Wile (Zoom).

2. The first order of business was to elect the officers of the Board. Motion made by Jackie Sinico that Eileen Mooney continue as Chair. Seconded by Phil Orenstein. Roll call and all are in favor 3-0.

Jackie Sinico nominates Phil Orenstein for Vice Chairman; it is seconded by Eileen Mooney. Roll call and all are in favor 3-0.

Both Secretary and Treasurer positions will be held for when new members are added to the Board. Jackie Sinico makes a statement for the record that she too is able to sign checks and is fully authorized at the bank.

3. Appointment of interim director as public records access officer. Not presented.

4. Interim Directors report. Andrea Lindsay presents a short report. The Top 5 form has been updated to reflect the payments that will be made for the interim director position and resent to Carolina. Updates to office staff and working from home. Annual Recertification packages to be distributed, hopefully no later than next week. Banking updates. TRIAD event at the GB COA. Family units and yards, a lot of work to be done on cleaning up areas. Fire Pit discussion. Andrea to contact Risk Manager to find out about insurance liabilities. Jackie Sinico states that it is all the "families have". Andrea reiterates it would be terrible if a fire happened, and our insurance was unable to cover damages because we allowed fire pits. Vacancy updates and financial needs to get the units turned over.

5. Financials. Sue Honeycutt's presentation of year end. We ended the year with a 13K deficit, and it is critical that spending be controlled. All though salaries were underspent in maintenance, by about 10K. Contract costs exceeded the budgeted amount of by \$27k. Extra Ordinary Maintenance was also \$25K. No money had been budgeted for these expenditures, most likely because there was no money in the budget. \$15k in rental \$ w/off's. Eileen Mooney has a question about the PILOT payments and if GB and Sheffield are included in that total. Sue answers yes. Vote required on Certifications of the end of year financials. Phil Orenstein makes the motion to accept the financials and certifies that the Housing Authority is in compliance with notification procedures regarding lead and the information reported on the Top 5 compensation form. Jackie Sinico seconds the motion, a roll call vote is taken, and all are in favor. 3-0.

(A) . Warrant reports for the regular operating account. Disbursements between April 20, 2024 through May 11, 2024. Eileen Mooney makes the motion to accept as presented and Jackie Sinico seconds. All are in favor 3-0.

(B) Payroll report for the month of April 2024 including automatic withdrawals for payment for their services and tax withholding liabilities.

** Nan Wile comments that it is very hard to hear and feels that this cannot be an OML compliant meeting because of this. Eileen Mooney states if Zoom not working but all members present that it was OK according to Division of Open Government. Andrea Lindsay acknowledges that those on Zoom were having difficulty hearing and that she will investigate a speaker for next meeting.

(C). Bank Balance Report. Information only. \$74,954.37.

6. LTO Report. Not presented.

7. Old Business. Financials and Budget review addressed under Sue's presentation. Update on director search. Search committee formed; Eileen Mooney, Jackie Sinico, Marlene Koloski or her designee and Andrea Lindsay, Interim Director. Interviews scheduled for next Friday at the Fire Station for 1:00 PM.

(A) Approval of Minutes

February 28th, 2024. Motion to accept; Jackie Sinico. Second by Phil Orenstein. All in favor. 3-0

March 8th, 2024. Motion to accept; Jackie Sinico. Second by Phil Orenstein. All in favor 3-0.

March 20th, 2024. Jackie Sinico makes the motion to accept. Second by Phil Orenstein. All in favor 3-0.

March 29th, 2024. Motion to accept, Jackie Sinico. Second by Phil Orenstein. All are in favor. 3-0.

April 23rd, 2024. Motion to accept, Jackie Sinico. Second by Phil Orenstein. All are in favor. 3-0.

8. New Business. Discussion and Vote on providing debit card for office use. Andrea Lindsay asked permission to open a miscellaneous checking account, that would hold \$500 and be attached to a debit card for purchases that required a card transaction. For example, a Zoom account, purchasing stamps, Shoppers Guide Ads. Phil Orenstein makes the motion to accept, it is seconded by Jackie Sinico. All are in favor 3-0.

9. Citizen Speak. Ann Pruhenski asks about the repair work to the rails on the 2nd floor porch area at Flag Rock. She is unable to use the rail to help her walk because of splinters. Before John Grogan resigned, he had some plastic covering to donate. She would really like this looked into. Jackie Sinico wanted to talk about the garden policy and not using more than one plot. Eileen Mooney questions whether it is an appropriate time to discuss. Andrea asks Jackie to come see her after the meeting to discuss. Jackie also would like to discuss a call that she received from a neighboring person to Brookside and a bear that had just dragged trash all over the place. Andrea reports that the office fielded this call as well, and as far as

we knew, “someone” from Brookside had gone and picked up the trash. Ann P. also asked to make a statement regarding Jackie Sinico and how she has helped her immensely over the last 20 years and she really listens to the tenants.

10. Next Meeting Date. June 21st @ 1:00 PM.

11. Board Speak. Phil Orenstein spoke about Rene Wood from Sheffield and if it might be appropriate to have Sheffield representation on the Board. There are questions around whether Sheffield is receiving credit for its affordable housing stock. It is discussed that special legislation would be needed to allow this. Phil is going to investigate how to make this happen Andrea will follow up with the state. Thought from Nan Wile on tenant representation from all locations. Brief discussion.

12. Meeting adjourned 2:11 PM. Jackie Sinico makes the motion. Phil Orenstein seconds. All are in favor.
3-0