

APPROVED

MINUTES OF BOARD MEETING  
GREAT BARRINGTON HOUSING AUTHORITY BOARD MEETING

August 26, 2021 3:30 p.m.

Participation was done entirely by Zoom

Zoom remote participation per Governor Baker's March 12, 2020 Order Suspending Provisions of the Open Meeting Law

I **CALL TO ORDER**

Chairman Mercer called the meeting to order at 3:37 p.m. In attendance: Board of Commissioners: Chairman Mercer, Mary Pat Akers, John Grogan, Eileen Mooney, Marie Ryan

Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, Maintenance supervisor, Rich Phair,  
LTO President, Marlene Koloski, LTO Vice-President, Joe Merola  
Public: J. Sinico, N. Wile, S. Morris, J. Green, E. Cuevas, N. Clouser, D. Van Deusen, L. Del Mastro, Heather Bellow

II **EXECUTIVE DIRECTOR'S REPORT:**

Executive Director Danzy reported that with the new COVID-19 variant, she strongly recommended that all tenants use social distancing and mask wearing.

a) **FINANCIALS: UPDATE:**

1. Executive Director Danzy stated that the Berkshire Bank balance is \$157,858.32. May and June financials along with warrant cover sheets were provided in the board packets. Discussion ensued with Grogan and Mooney questioning accounting details listed on the financial reports. Chairman Mercer asked the Executive Director to get a breakdown of accounts for the board. Executive Director Danzy reported that the fee accountant, Sue Honeycutt had made herself available to answer Grogan's financial questions in July but Grogan confirmed that the meeting never took place.

2. **MAINTENANCE UPDATE:**

Executive Director Danzy asked the board for a motion and vote to approve the Brookside Drainage Repair change order of \$2601.44 **Mercer made a motion to approve the Brookside Drainage Repair change order seconded by Ryan. Vote: Akers, aye; Grogan, aye; Mooney, aye; Ryan, aye; Mercer, aye. 5-0 Motion passes.**

Maintenance supervisor Rich Phair reported that the family units at Flag Rock had been inspected and all units are using the dehumidifiers and fans for proper airflow to reduce moisture. All rooms in every family unit were tested for moisture levels. Mr. Phair also reported that the elevator at Flag Rock passed its yearly inspection. Flag Rock storm drain area was cleared of brush. The new mower was returned to the dealer due to mechanical defects and another mower is being sought for Flag Rock and other properties. Yearly inspections of the ground level elderly apartments will continue in the next week.

Brookside property has a punch list for replacing a perforated pipe and a stone skirt. Wilkinson excavating will be fixing the masonry under the blacktop in the parking lot.

APPROVED

Dewey Court had fire alarms sounding due to Verizon phone line wire issues. All buildings were safe and there was never any building without fire protection.

3. Executive Director Danzy reported on waitlist/vacancies. The GBHA has 6 vacant units, 2 offers are pending and 1 apartment offer has been accepted. There are three active waitlist pulls.
4. Other Updates:  
Executive Director Danzy sought board approval for a Non-Discrimination & Equal Employment Policy. **Grogan made a motion to approve the Non-Discrimination & Equal Employment Policy, seconded by Mooney. Roll Call Vote: Akers, aye; Grogan, aye; Mercer aye; Ryan, aye; Mooney, aye. 5-0 Motion passes.**

**Chairman Mercer made a motion to return to Zoom board meetings due to the uptick in COVID-19 cases seconded by Grogan. Roll Call Vote: Akers, aye; Grogan, aye; Mooney, aye; Ryan, aye; Mercer, aye. 5-0 Motion passes.**

### III OLD BUSINESS:

1. Executive Director Danzy reported that the Creative Place Making project is in the design phase. The office was actively pursuing a Community Impact Fund (CIF) grant from the town of Great Barrington to help stretch the design and implementation of the original DHCD project.
2. Chairman Mercer reported that Chief Burger will visit Dewey Court in September for fire safety training.
3. Discussion ensued regarding whether or not there could be mold in family units. Maintenance supervisor Phair stated that moisture levels were less than 7% in the units being questioned in the reports. **Chairman Mercer made a motion to have the Executive Director write a letter to DHCD outlining board concerns and requesting DHCD have a professional moisture inspection. Seconded by Grogan. Roll Call Vote: Akers, aye; Ryan, aye; Grogan, aye; Mooney, aye; Mercer, aye. 5-0 Motion passes.**
4. Maintenance supervisor Phair reported that all family units had been tested for moisture. Tenants are complying with the need to run dehumidifiers and fans.
5. Policy draft for in-person record viewing.  
Executive Director Danzy stated the draft policy, which had been reviewed by an attorney from DHCD, was necessary for efficient office time management. Akers reiterated earlier concerns that the Executive Director is only paid for 26 hours a week and there is much to be done in that time. **Chairman Mercer made a motion to adopt a Public Records Viewing Policy seconded by Ryan. Roll Call Vote: Akers, aye; Ryan, aye; Grogan, nay; Mooney, nay; Mercer, aye. 3-2 Motion passes.**
6. Executive Director Evaluation:  
**Mooney made a motion to start the evaluation process using the evaluation form from 2020. Seconded by Mercer. Roll Call Vote: Akers, aye; Ryan, aye; Grogan, aye; Mooney, aye; Mercer, aye. 5-0 Motion passes.**  
Completed board evaluations of the Executive Director should be sent to Grogan to prepare a summary.

APPROVED

7. Review/Discussion of 760 CMR 15: (the pilot program to enable households in State-aided housing to transition to unsubsidized private housing)

Akers reported that after looking at the document she was of the opinion the mandate would stretch the housing authority into unchartered territories and it is not our goal. Ryan stated the 760 CMR 15 is not right for the GBHA, Grogan stated that adopting the 760 CMR 15 was not the right focus for the GBHA. Mooney stated she was neutral on the matter.

IV. **NEW BUSINESS:**

1. OML Violation Decision from AG's office. No discussion ensued.
2. Discussion regarding cable charges was tabled.
3. Communication concerns:  
Mooney made reference to emails she sent all board members after the meeting started. Chairman Mercer requested tabling discussion until the board has time to read what she emailed.  
GBHA policies are posted on the town website.
4. Discussion ensued regarding Local Tenants Organization representation on the GBHA board. Chairman Mercer suggested the GBHA request a waiver for 12 months. GBHA tenants in Sheffield should have representation but more information is needed on how to proceed. **Chairman Mercer made a motion to request a waiver for LTO Board representation seconded by Ryan. Roll Call Vote: Akers, aye; Ryan, aye; Grogan, aye; Mooney, abstain; Mercer, aye. 4-1 Motion passes.**

V. **LTO REPORT:**

LTO President, Marlene Koloski reported that the LTO had results from a tenant survey regarding the housing authority. The GBHA office staff received low marks and the maintenance staff, high marks. *[no qualitative or quantitative data was provided]* Tenants reported upset with the office letters of recertification compliance. Koloski raised concerns that the dehumidifiers in the family units are not large enough to mitigate moisture. Koloski also has pictures of moisture problems in the family units.

**4:52 p.m. Grogan leaves the meeting.**

**4:55 p.m. Executive Director Danzy leaves the meeting.**

LTO Vice President, Joe Merola continued the LTO report from Koloski. Merola stated the LTO had a meeting on 8/18/21 and Kristin Perotti took Susan Morris' position as an LTO board member. Merola stated that tenants expressed concerns with communication between the office and the tenants at Dewey Court, which included letters from the office citing tenant non compliance of recertification documents and 30 day notices to quit for non-compliance. Merola stated concern for the lack of on-site hours for housing authority personnel at Dewey, and the need for sidewalk repair. Chairman Mercer suggested the LTO meet with the Executive Director and report back information to the board.

VI. **BOARD COMMENTS:**

Akers stated that the Executive Director is only contracted for 26 hours a week and the Resident Services Coordinator has regular hours to help tenants. Mooney had concerns about the communications from the office to tenants. Mooney asked that the next agenda include the letters regarding family unit moisture concerns and the LTO waiver letter. Mooney also requested additional financial information.

VII. **APPROVAL OF MINUTES FROM:** Board Meeting, June 29, 2021.

Chairman Mercer asked if the board had any changes. After a brief discussion

APPROVED

**Mercer made a motion to approve the June 29, 2021 draft minutes, seconded by Akers. Vote: Mercer, Aye; Akers, aye; Mooney, nay; Ryan, abstain; Motion passes 2-1-1**

**VIII. CITIZEN SPEAK:**

Several tenants thanked Merola and Koloski for voicing tenant concerns. D. Van Deusen had concerns for second floor tenant safety and would like a generator installed in the community room at Dewey. S. Morris stated she would like to send her tenant concerns to the board. Chairman Mercer asked her to send concerns to the Executive Director not the board. N. Clouser mentioned apartment choices through the CHAMP system.

**IX ADJOURNMENT: 5:19 p.m.**

**Mercer made a motion to adjourn the meeting seconded by Ryan . Roll Call Vote: Mooney aye, Akers, aye; Ryan, aye; Mercer, aye. Unanimous 4-0**

NEXT MEETING: Undecided about September date for meeting. To be announced.

Respectfully Submitted,  
Madonna Meagher

Documents reviewed: Agenda, draft minutes 6/29/21; May 2021 June 2021 financial reports; Warrant cover pages 5/11/21, 5/18/21, 5/26/21, 6/10/21 6/15/21, 6/24/21 6/29/21 ; Pre qualified firms for AUP audits, Laroche foundation repair drip line change order, Non-discrimination & Equal Employment Policy, policy draft for in-person public records viewing; OML decision.

Pursuant to MA General Laws Chapter 30A, Section 20 (e) (f), meetings of the Great Barrington Housing Authority are regularly recorded. Any member of the public wishing to speak at the meeting must receive permission of the Chair. Listed agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.