

APPROVED  
MINUTES OF BOARD MEETING  
GREAT BARRINGTON HOUSING AUTHORITY BOARD MEETING  
April 21, 2021 3:30 p.m.

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 3:33 p.m. In attendance by Zoom roll call, board of commissioners: Chairman Mercer, Marie Ryan, Mary Pat Akers, John Grogan, Eileen Mooney

Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher

Public that checked in: Joe Merola, Vice President Local Tenants Organization (LTO), Nan Wile, Jackie Sinico, Susan Morris,

**II EXECUTIVE DIRECTOR'S REPORT:**

a) Executive Director Danzy reported that no new COVID-19 cases were reported to the office. Executive Director Danzy reported that the state provided COVID-19 supplies delivered by the National Guard for GBHA resident distribution. Executive Director Danzy asked for help in packaging and distributing the donations. Nan Wile along with board members Grogan, Akers and Mercer agreed to help. Daily sanitizing continues on all properties. Executive Director Danzy also stated that although the office is closed to visitors during the continued pandemic, the staff is available Monday-Thursday 9-2 p.m. for tenants and the public through emails, telephone, and in-person visits through the door that has a COVID-19 safety barrier.

Executive Director Danzy reported that the staff and some board members attended the MassNAHRO virtual conference. Executive Director Danzy suggested that participants print out session material if they couldn't attend a certain one. Grogan asked if the small agency round table discussion had notes to print out.

b) **FINANCIALS: UPDATE:**

1. Executive Director Danzy sought board approval for the Flag Rock Family Unit project change order of \$3683.43 and the Final Close Out of the project to release the final payment. **Mercer made a motion to approve the Change Order and release of final payment for the Flag Rock Family Unit. Grogan seconded the motion. Roll call vote: Ryan aye, Mercer Aye. Akers aye, Grogan aye, Mooney aye. Motion passes 5-0**
2. The Dewey Project Change Order was tabled
3. The February 2021 financial report was included in all board member packets along with the warrant cover sheets for February. Executive Director Danzy reported that the Berkshire Bank balance is currently \$192,000.00.

Mooney asked Executive Director Danzy (and received answers) for vendor information as listed on the warrant cover sheets.

**C. MAINTENANCE AND VACANCY UPDATE:**

Executive Director Danzy reported:

a)

- Maintenance supervisor Rich Phair is back working after being out on medical leave.
- Full time maintenance technician, Scott Sheridan has resigned and moved out of the area.
- Job postings to replace Scott Sheridan as well as a seasonal worker was posted in the Berkshire Eagle, Town Hall, Shopper's Guide, Mass Hire, and on all GBHA community bulletin boards. The LTO was notified immediately.
- Notices were sent to tenants regarding the town bulky waste day and there was a good response from family units to utilize the free town transfer station offer.
- The property lawnmower is in need of repair and initial estimates are approximately \$3500. Replacement cost is being researched. Until the mower is fixed or replaced, Gary O'Brien can assist mowing with Flag Rock and Brookside.
- Partial flooring replacement was completed in 12 units throughout the properties.
- The Executive Director informed the board of the difficulties of filling vacant apartments. Local applicants are on the waitlist with applicants from across the state who have indicated GBHA as where they would want to live. Based on applicant preferences, many non-local screening packets are not returned or partially returned.
- Executive Director Danzy received her Certificate of Manager Maintenance. Rich Phair will take the course at a later date.

b)

The Creative Place Making grant is moving forward however Hill Engineering declined to be on the project. DHCD has reached out to Graves Engineering and should hear back around 5/4/21.

c)

- Executive Director Danzy included the 11 page PHN notice in the packet regarding town appointed board members. She suggested reading the document and keeping it handy as a reference.
- In regard to pagination, Executive Director Danzy had concerns about packets ready to be sent to board members and receiving last minute information that could throw off the overall pagination. She stated that timely submission of agenda items and documents for the packet would be critical and might have to be submitted up to two weeks in advance or more so the board could have time to review the contents.

GB Board of Health signed off that mold remediation is now complete in the family unit.

#### V OLD BUSINESS:

- Fire/Emergency Assembly Areas:

Chairman Mercer reported that GB Fire Chief Burger would visit the Flag Rock Senior housing courtyard on May 4th @10:30 a.m. to speak to senior tenants regarding safety. Tenants will be notified.

- Updates to GBHA website:

Executive Director Danzy reported the Memorandum of Understanding (MOU) has been posted on the town website. Additional documents pertaining to GBHA will be added.

- Flag Rock Family Units Moisture Retention:

The housing authority is waiting for DHCD's formal response on their plan for reviewing current remediation measures. Executive Director Danzy reported that Rich Phair and Scott Sheridan had visited all family units and thoroughly cleaned all the dehumidifier filters. Additionally, the tamper proof lock boxes discussed at previous meetings have arrived and will be installed.

- Flag Rock Family Units Utility Reimbursement:

At the March 18, 2021 board meeting, Executive Director Danzy reported she found an old GBHA lease addendum statement of use regarding tenants agreeing to have proper air flow in their apartments from April - October. Researching the cost of running the dehumidifiers during those months, Executive Director Danzy received an email from the manufacturer of the dehumidifiers regarding analysis of cost per month for usage. The email indicated a fair estimate is a \$6 per month increase per unit. Executive Director Danzy reported that DHCD would not reimburse the cost. Chairman Mercer asked that the discussion continue at the May board meeting.

#### IV. NEW BUSINESS

a) Open Meeting Law (OML) Complaint.

Chairman Mercer provided all board members with copies of the OML complaint by board member Meagher regarding GBHA board member Eileen Mooney. Meagher alleges Ms Mooney continues to violate the OML by deliberating with board members through emails.

Discussion ensued with Mooney asking why does sending an email constitute a violation of the OML. Grogan stated his dissatisfaction of the regular basis the OML complaints are filed by Meagher and Mooney against each other. Grogan stated that board members should not be cc'ing other board members and that it is technically a violation.

Chairman Mercer stated that the board would be addressing an OML violation and decision by the Division of Open Government at the next board meeting in May.

#### V. LTO REPORT:

Joe Merola, Vice President of the LTO reported that there would be an LTO office to meet with tenants at Dewey and Flag Rock. He reported that he was pleased with the conclusion of the termite project stating that the workers were polite and worked very hard. Mr. Merola also was sorry to learn that Scott Sheridan resigned.

#### VI. BOARD COMMENTS:

Chairman Mercer commented that the MassNAHRO virtual conference was informative with a wide variety of topics. Chairman Mercer also thanked Executive Director Danzy for including the PHN in the packet.

VII. **APPROVAL OF MINUTES FROM:** Board Meeting, March 18, 2021.

Chairman Mercer asked if the board had any changes.

- Mooney pointed to a capitalization error on zoom to Zoom which she indicated as a proper noun,
- Mooney asked for a change in the word me to meet.
- Mooney wanted clarification on her attendance, stating she never left the meeting as she was connected to zoom but not her audio.
- Mooney asked for the clarification of a statement made by fee accountant Sue Honeycutt regarding auditing of GBHA financials. While Honeycutt stated her financial (data) is audited, Mooney asked if her financials are audited by someone other than the AUP fee accountant (appointed by DHCD). Honeycutt said no and didn't see why the GBHA would pay an outside firm for work that's already being done by an AUP auditor (who is a certified public accountant).
- Mooney challenged the omission in the 3/18/21 draft minutes regarding the old lease addendum discussed by Executive Director Danzy at the March meeting. Mooney stated her concerns multiple times and contended that the second paragraph of the document should be included in the minutes. Discussion ensued with Ryan and Grogan each disagreeing with Mooney stating the document was not provided at that meeting. The second paragraph was not discussed at that board meeting and if it wasn't mentioned it should not be part of the minutes.

With no other discussion **Grogan made a motion to approve the March 18, 2021 draft minutes as amended. Ryan seconded the motion.**

**Roll call vote: Ryan aye, Mercer Aye. Akers aye, Mooney nay. Grogan aye. Motion passes 4-1**

VIII. **CITIZEN SPEAK:**

Nan Wile requested that the agenda list board members and LTO members.

IX **ADJOURNMENT:** 4:27 p.m.

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

NEXT MEETING: To Be Determined

Respectfully Submitted,

Madonna Meagher

Documents reviewed: Agenda, draft minutes 3/18/21, Warrant cover pages 2/1/21, 2/8/21, 2/11/21, 2/16/21, 2/17/21, 2/23/21, February 2021 financial report, OML complaint: Meagher v Mooney, Job advertisement for Maintenance. Job Advertisement for seasonal maintenance worker, PHN 2021-01, RCAT certificate of substantial completion, RCAT mold remediation email, Environmental restoration requisition form and change order form. Former GBHA lease addendum for proper air flow in family units.

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.