

**APPROVED**  
MINUTES OF BOARD MEETING  
GREAT BARRINGTON HOUSING AUTHORITY BOARD MEETING  
June 29, 2021 3:30 p.m. Flag Rock Community Room  
2 Bernard Gibbons Drive  
Gt. Barrington, MA 01230

**I CALL TO ORDER**

Chairman Mercer called the meeting to order at 3:30 p.m. In attendance: board of commissioners: Chairman Mercer, Mary Pat Akers, John Grogan, Eileen Mooney Absent: Marie Ryan

Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, LTO Vice-President, Joe Merola

Public: J. Sinico, N. Wile, R. Litourneau, S. Dillard, J. Bozek, L. Del Mastro, K. Perotti, S. Ball

**II EXECUTIVE DIRECTOR'S REPORT:**

a) Executive Director Danzy reported that new signage would be forthcoming regarding COVID-19 protocols. She thanked the staff and tenants for complying with those protocols.

b) **FINANCIALS: UPDATE:**

1. Executive Director Danzy reviewed the warrant cover sheets for April 2021 and stated that the Berkshire Bank balance is \$176,388.28. Discussion ensued with questions from Grogan and Mooney regarding specific accounting codes on the April financials. Executive Director Danzy noted the codes in question and would report back with clarification to the board.
2. Executive Director Danzy asked the board for a motion and vote to approve the Dewey Termite Project Final Close out of \$6,534.33. **Grogan made a motion to approve the Dewey Termite Final Close Out of \$6,534.33 seconded by Mooney. Vote: Akers, aye; Grogan, aye; Mooney, aye; Mercer, aye. 4-0 Motion passes.**
3. Executive Director Danzy sought board approval for Brookside foundation repair building 4 & 5 punch list. **Grogan made a motion to approve the punch list, seconded by Mooney. Vote: Akers, aye; Grogan, aye; Mercer aye; Mooney, aye. 4-0 Motion passes.**
4. Executive Director Danzy sought board approval for Dehumidifier & Fan lease addendum policy for Flag Rock family units. **Grogan made a motion to approve the Dehumidifier & Fan Lease Addendum Policy for Flag Rock family units, seconded by Mooney. Vote: Akers, aye; Grogan, aye; Mercer, aye; Mooney, aye. 4-0 Motion passes.**
5. Executive Director Danzy sought board approval for Family Unit Lease Addendum Policy. Discussion ensued regarding swimming pools. The board discussed kiddie pools as acceptable with dimensions of 54 inches in diameter and under 80 gallons of water. **Mercer made a motion to accept the Tenant Lease Addendum for Family Units with the changes:**  
**Standing water is prohibited on the property including swimming pools and hot tubs except for Kiddie wading pools under 80 gallons of water (capacity) & under 54" (diameter) Adult supervision required when pool in use. Pool must be emptied after use. Outdoor sprinklers may be used with permission of the management office.**  
**Motion seconded by Mooney. Vote: Akers, aye; Grogan, aye; Mooney, aye; Mercer, aye. 4-0 Motion passes.**

6. Executive Director Danzy sought board approval for revised changes to the existing Schedule of GBHA Maintenance Charges. Additions included Key & Locks and Damage to Property to be charged to a tenant at actual cost. **Grogan made a motion to approve the schedule of maintenance charges, seconded by Mooney. Vote: Akers, aye; Grogan, aye; Mercer aye; Mooney, aye. 4-0 Motion passes.**

c). **MAINTENANCE AND VACANCY UPDATE:**

1. Executive Director Danzy reported that the new GBHA lawn mower is coming once the trailer is available.

d). Executive Director Danzy reported that two out of three units were filled. Three current waitlist pulls are on-going and an additional three vacancies will require filling.

e). Executive Director Danzy reported:

- o The new RCAT rep Hugh from Worcester Housing Authority (replacing Stan Pitchko) made a visit to the properties.
- o The Creative Place Making grant for Flag Rock would be having a zoom “kick off” meeting on Thursday, July 1, 2021.
- o Tim O’Neil has started full time as maintenance staff.
- o Flag Rock unit inspections will begin in mid-July starting with family units.
- o The Agreed Upon Procedure (AUP) auditor time limit is being extended. Discussion ensued with Akers suggesting the board become proactive to find the next AUP auditor for the GBHA.
- o Tenant recertification packets would be sent to all tenants at the beginning of July.

Mooney had several questions for the Executive Director including: GBHA policies being added to the town website, location of a bulletin board in the common area of Flag Rock, report on family unit mold, and moisture readings in units.

**III OLD BUSINESS:**

1. Chairman Mercer reported that Chief Burger will visit Dewey Court in September for fire safety training.
2. Policy draft for in-person record viewing. Discussion tabled until next meeting.

**IV. NEW BUSINESS:**

1. Discussion ensued regarding an evaluation of the Executive Director by the Board of Commissioners and the Local Tenants Organization (LTO) representative . **Akers made a motion to have an evaluation of the Executive Director using the evaluation form created on April 15, 2020. Grogan seconded the motion. Vote: Akers, aye; Grogan, aye; Mercer aye; Mooney, aye. 4-0 Motion passes.**
2. Discussion ensued regarding Local Tenants Organization representation on the GBHA board. LTO Vice-Chairman, Joe Merola stated that the LTO wants to take the next seat available on the board.
3. Discussion ensued regarding 730.CMR 15, the pilot program to enable households in State-aided housing to transition to unsubsidized private housing. Akers agreed to research the issue with DHCD.
4. A summer board meeting schedule was discussed. A July meeting was scheduled rather than being skipped.
5. Executive Director Danzy asked the board for a motion to approve an \$4,843.10 emergency repair to the Flag Rock elevator. **Mooney made a motion to approve the cost of the repair for the elevator, seconded by Grogan. Vote: Grogan aye; Akers, aye; Mooney, aye; Mercer, aye. 4-0 Motion passes.**

Executive Director Danzy asked the board to discuss a procedure for in-person public records viewing of GBHA documents. Discussion ensued and discussion was tabled for the next meeting.

V. **LTO REPORT:**

Vice-Chairman, Joe Merola reiterated the LTO wants to have a board representative. Mr. Merola also stated the LTO would be having a meeting shortly.

VI. **BOARD COMMENTS:**

Mooney raised concerns about tenant parking in the senior lot including policies and procedures regarding designated spaces.

Board discussion ensued about tenant knowledge of jobs available at the GBHA.

VII. **APPROVAL OF MINUTES FROM:** Board Meeting, May 19, 2021.

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

**Akers made a motion to approve the May 19, 2021 draft minutes, seconded by Mercer. Vote: Mercer, Aye; Akers, aye; Mooney, nay; Grogan, abstain; Motion passes 2-1-1**

VIII. **CITIZEN SPEAK:**

S. Morris voiced concerns about a cracked rain basin and the pavement surrounding the basin at Brookside. She also had concerns about parking spaces that need to be expanded because of curbs making it difficult to get groceries out of a car.

J. Sinico had concerns about the Flag Rock senior handicap parking spaces, and the spaces being used by non-residents.

K. Perotti thanked the management for all the help residents received during COVID-19 pandemic.

IX **ADJOURNMENT:** 5:36 p.m.

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

NEXT MEETING: July 28, 2021 3:30 p.m. Dewey Court Community Room

Respectfully Submitted,

Madonna Meagher

Documents reviewed: Agenda, draft minutes 5/19/21; April 2021 financial report; Warrant cover pages 4/13/21, 4/27/21; COVID update from Executive Director Danzy; Kurtz certificate of final completion; Clark and Green punch list for Brookside foundation; Certificate of substantial completion: Brookside by Laroche construction; Dehumidifier & Fan Lease Addendum policy for Flag Rock family units; Sarah O'Leary email regarding property liability; PHN 2003-04; Policy draft for tenant's obligations in family units: motor vehicles/ tenant yard/outdoor maintenance; draft of schedule of maintenance charges; PHN 2021-12; Supervision and Management certification for Executive Director, Tina Danzy; policy draft for in-person public records viewing; evaluation of job performance of GBHA Executive Director; 760 CMR 15; Otis elevator proposal; Mooney June 28, 2021 email re: SPR21/1453

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.