

APPROVED

MINUTES OF BOARD MEETING  
GREAT BARRINGTON HOUSING AUTHORITY BOARD MEETING

December 15, 2021 3:30 p.m.

Participation was done entirely by webinar immediately following the 3:30 p.m. Annual Plan Public Hearing  
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 4:05 p.m. In attendance: Board of Commissioners: Chairman Jim Mercer, Mary Pat Akers, John Grogan, Eileen Mooney, Marie Ryan  
Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, Rich Phair, Maintenance Supervisor  
LTO Vice-President, Joe Merola  
Public: none noted

**II EXECUTIVE DIRECTOR'S REPORT:**

**a) FINANCIALS: UPDATE:**

Executive Director Danzy stated that the Berkshire Bank balance is \$156,946.49. October (agenda listed November on the financial update in error) financials along with warrant cover sheets were provided in the board packets.

Mooney asked for more payroll information regarding how many hours employees work and whether or not there was an Adirondack Payroll contract with GBHA. Discussion ensued regarding the payroll information detailed in the financial packet the board was given. Executive Director Danzy stated that the housing authority does not have a contract with the payroll company.

**b) MAINTENANCE UPDATE:**

Executive Director Danzy gave brief reports on all the GBHA sites. Wilkinson completed the Flag Rock repairing driveway issues, and fall clean-up and gutter cleaning has been completed.

Brookside drainage repair with Wilkinson has been completed.

Dewey fall clean-up has been completed.. Inspections of half the units were completed and the other half of the units are scheduled.

Rich Phair, maintenance supervisor reported that some of the work needed for turning over vacant apartments needs to be subcontracted. Inspections alone at Dewey uncovered multiple plumbing issues that had not been reported to the office, some of which were loose toilets, fans not working properly and call and ceiling repairs.

**c) WAITLIST/VACANCY UPDATE:**

Executive Director Danzy gave an update on the status of vacancies. Three units were offered, two with new tenants and one applicant refused the apartment. Six units are vacant, and there are six active pull lists. Executive Director Danzy included in the board packet PHN information about new requirements to scan and upload all CHAMP applications. There might be funds available from DHCD to upgrade office equipment. Executive Director Danzy reiterated what was mentioned at the November board meeting, pull lists that contain applicants from across the state (who have no intention of wanting housing in the Berkshires) clog our list. Discussion ensued about the cost to the GBHA in wasted paper, toner, time, postage. Executive Director Danzy reported that it's not just the GBHA having vacancy issues, other LHA's and Executive Directors want to strategize to get DHCD to get more local applicants on pull lists.

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### d) COVID-19 UPDATE:

Executive Director Danzy reported that there was the possibility of getting additional Personal Protective Equipment (PPE) from the state. If it comes in, every effort will be made to distribute the PPE's to the tenants. Additionally, Executive Director Danzy reported a discussion with the GB Board of Health Agent that (while not yet confirmed) rapid home test kits for COVID might be available for GBHA tenants.

### e) OTHER UPDATES:

Resident Services Coordinator (RSC) Peggy Zamierowski's report was included in the board packet. Two parties, one at Dewey and one at Flag Rock community room had been scheduled. One COVID19 booster clinic had been scheduled at Dewey and there has been no confirmation of clinics at the other sites. Executive Director Danzy asked for residents to reach out to Peggy, or the office for assistance with their needs, including rental assistance and referral services.

Executive Director Danzy stated that three interviews for the Office Clerk had two applicants withdraw their applications and one took another full time job. The position is being advertised again.

Regarding information technology IT, Executive Director Danzy reported that we have had some estimates on upgrading from our Windows 7 system. Discussion ensued regarding the inexpensive cost to purchase new computers.

## III OLD BUSINESS:

Regarding legal filings in housing court, Executive Director Danzy stated that GBHA lawyers have a management conference scheduled for 3/16/22. There has been no date set for Sarah O'Leary to visit the housing authority, however, Tom Boyer from DHCD continues to make frequent visits to GBHA properties and reports back to DHCD.

## IV NEW BUSINESS:

a) Chairman Mercer thanked Executive Director Danzy for her comprehensive presentation of the Annual Plan and Capital Improvement Plan public hearing **that began at the very start of the webinar.**

b) Mooney reported dissatisfaction with the current GBHA Records Access Officer (RAO) [as of August 2019]. Mooney sent emails at the start of the board meeting regarding her views of replacing the RAO. Mooney stated she "doesn't think the RAO "enjoys it and doesn't think [the RAO] understands what the job entails". Discussion ensued with Akers asking Mooney directly for bulleted points of concern. Akers asked if Mooney was asking the board to dismiss the current RAO, to which Mooney replied "Yes". Akers asked Mooney to make a proposal to suggest another RAO for the GBHA. Mooney suggested asking the Great Barrington Town Clerk. Mooney continued to state that the current RAO "has trouble gathering information or might not know how to get it". Akers asked Mooney if the Town Clerk (a town employee) would be compensated for the extra time to take on another duty. Mooney stated that all town boards go through the Town Clerk for public records requests. Chairman Mercer stated that the Town Clerk would farm the requests to the housing authority. Mercer stated that the current RAO was qualified to be RAO. Ryan stated that the GBHA board cannot ask the Town Clerk to be RAO, any requests would have to go through the Town Manager. Ryan stated that (whether or not there was a change in RAO) there would still be the same issues. Executive Director Danzy noted for the board that Mooney has been virtually the only requester of public records, which are available to be viewed in person. Akers commented that a town employee taking on additional work who is paid with taxpayer dollars was a concern. Discussion ensued and this agenda item was tabled to another unspecified meeting.

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**V LTO REPORT:**

In the absence of LTO President, Marlene Koloski, Vice-Chair of the LTO, Joe Merola discussed two of the three items Koloski listed for the meeting. Merola stated that “people are not happy with the Spectrum cable increase” Executive Director Danzy asked Merola for statistics on how many tenants he was referring to, She asked him to get actual numbers because future adjustments might have to be made for the service.

Merola then suggested that the maintenance have their own answering machine. Discussion ensued with Executive Director Danzy stating that there already exists a “hot line” , a number for tenants to call for emergencies. She stated that messages left on the office phone are listened to frequently by Phair and Meagher. Work orders have to be logged in for each and every maintenance call. Executive Director Danzy disagreed having a dedicated line would be more efficient. Chairman Mercer suggested putting it on the next agenda.

**VI. BOARD COMMENTS:**

Mooney asked if Ryan’s term had expired. Ryan stated that she had been reappointed. Executive Director Danzy had the official paperwork that DHCD had not sent Ryan.

**VII. APPROVAL OF MINUTES FROM:** Board meeting, November 17, 2021

Akers made a motion to approve the November 17, 2021 draft minutes, seconded by Grogan. Discussion ensued with Mooney expressing the draft minutes reported that she stated the AUP (Agreed Upon Procedures) was not an audit. She wanted a correction that she stated it was not a “*financial*” audit. Mooney also noted there was a grammatical issue with the Annual plan sentence as written. Board member Ryan, found a typo Manon that should have been Manor. With no further discussion and approving the changes, Roll Call Vote: Ryan, aye; Mercer, Aye; Grogan, aye; Akers, aye; Mooney, abstain; Motion passes 4-1

**VIII. CITIZEN SPEAK:** None

**IX ADJOURNMENT:** 5:06 p.m.

**Akers made a motion to adjourn the meeting seconded by Mercer. Roll Call Vote: Mooney, Aye; Akers, aye; Mercer, aye; Grogan, aye. Ryan aye, Unanimous 5-0**

NEXT MEETING: January 19, 2022 @ 3:30 p.m.

Respectfully Submitted as notated,

Madonna Meagher

Documents reviewed: Agenda, draft minutes 11/17/21; October 2021 financial reports; Warrant cover pages for October 6, 18, 20, 2021; payroll summary from Adirondack Payroll, MMDT October statements, Whisper Green ventilation fans information, PHN 2021-23, RSC report; DHCD’s Tenant Participation Standards, Mooney agenda items email 12/15/21, Copies of Public Records Requests initiated by Mooney since October 2021.

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.