

APPROVED

MINUTES OF BOARD MEETING  
GREAT BARRINGTON HOUSING AUTHORITY BOARD MEETING

January 19, 2022 3:30 p.m.

Participation was done entirely by webinar. 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 3:30 p.m. Due to log in and computer issues from the Executive Director's office, Chairman Mercer started the meeting at 3:43 p.m. In attendance: Board of Commissioners: Chairman Jim Mercer, Mary Pat Akers, Eileen Mooney, Marie Ryan Absent: John Grogan

Executive Director (ED) Tina Danzy, Assistant to the Executive Director Madonna Meagher, Rich Phair, Maintenance Supervisor

LTO Vice-President, Joe Merola, LTO President, Marlene Koloski

Public: N. Wile, L. Schubert, F. Carroll, S. Morris, P. Orenstein, J. Iarocci, L. DelMasto, J. Sinico

**II EXECUTIVE DIRECTOR'S REPORT:**

**a) FINANCIALS: UPDATE:**

Executive Director Danzy stated that the Berkshire Bank balance is \$185,613.94. November 2021 (agenda December on the financial update in error) financials along with warrant cover sheets were provided in the board packets.

Executive Director Danzy also informed the board that the office was assisting tenants in applying for rental assistance. While there are no guarantees a tenant will receive rent relief, tenants who apply will put a pause on moving forward with legal action. Tenants received a letter from the office with the information and are urged to contact the office with an update.

**b) MAINTENANCE UPDATE:**

Executive Director Danzy gave brief reports on all the GBHA sites.

The Flag Rock fan project is on hold as we await the humidistat switch adapter. A change order is being rewritten.

Brookside fan project is out for bid.

At Dewey, the ADA door was installed in the community room as was the rear door at Flag Rock. Mount Everett Sanitation cleaned out the septic tanks at all units. One septic tank had extensive packing of wipes. Executive Director Danzy asked for cooperation in not flushing personal hygiene wipes.

**c) WAITLIST/VACANCY UPDATE:**

Executive Director Danzy gave an update on the status of vacancies. Six units are open, and there are four active pull lists. Two applicants accepted units for February 1, 2022.

**d) COVID-19 UPDATE:**

Executive Director Danzy reported she received Personal Protective Equipment (PPE) from the state including thermometers, a variety of masks, and small gloves. Distribution of the PPE's to the tenants will take place on February 2 at all sites and notices will be sent out.

Executive Director Danzy reported that the rapid COVID-19 test kits received from GB Board of Health were distributed to all GBHA tenants.

Executive Director Danzy stated there is a 60 day hold for capital projects and continues to wait for DHCD directives if another shutdown is imminent.

The Community Health Programs scheduled a booster clinic and flu clinic on Jan. 24th in the community room.

**e) OTHER UPDATES:**

Resident Services Coordinator (RSC) Peggy Zamierowski's position has changed. Executive Director Danzy asked tenants who need assistance to call the office.

Regarding Mooney's concern about unit vacancy on the Annual Plan, Executive Director Danzy stated that what was being referred to was units off-line (needing capital funds and not rentable). The report on the Annual Plan unit vacancies for GBHA was correct, all units at the GBHA were in rentable condition.

Executive Director Danzy reported that, per the board request, a time management seminar from 9-4 will be on February 17. The office will be closed that day for training.

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The position of Office Clerk continues to be unfilled.

The office is waiting for confirmation to schedule computer upgrades.

Executive Director Danzy reported that she called a meeting with the LTO this past week and set forth discussing having more frequent meetings and a chance to work on policies and current updates. Executive Director Danzy asked multiple times for the LTO concerns and asked the LTO to inform the office of tenant concerns and to have the LTO inform tenants to call the office with any work orders.

Regarding posting of information, Executive Director Danzy asked that a copy of the information be brought to the office first before posting on resident boards.

### III OLD BUSINESS:

1. The Creative Place Making project is out to bid. Tuesday, Jan. 25th is a kickoff for the project in the Community Room.
2. Mooney asked the board to replace the current public records officer (RAO). Discussion ensued with Ryan questioning Mooney for facts in her allegations that the RAO was not up to the task. Mooney made a motion for the board to delegate a new RAO. No second was given to the motion.
3. Executive Director Danzy had no further update on the September 8, 2021 letter to DHCD attorney.
4. Mooney requested an executive session to discuss ongoing litigation with a former tenant. After Mooney recapped the history and current information about the litigation, discussion ensued with Akers questioning Mooney on Mooney obtaining litigation information and why the chain of command wasn't utilized in disseminating this information. Mercer asked Executive Director Danzy to update the board at the next meeting.
5. Executive Director Danzy reported the ice storm forced Catamount Response to reschedule the floors of two tenant units listed on the GB Board of Health correction order. Executive Director Danzy will follow up with the BOH and update the board at the February meeting.

### IV NEW BUSINESS:

1. Chairman Mercer announced that Eileen Mooney was now the tenant representative on the Board of Commissioners. Discussion ensued with Akers detailing the next time a vacancy occurs, the LTO and tenants will have a voice in who represents the board.
2. Chairman Mercer addressed the OML Violation SPR21/3290 drawing attention to the conclusion from the Supervisor of Records office: **"Given that no violation of G.L.c. 66 § 10 has been asserted by Ms. Mooney in her current appeal petition, I am unable to issue a determination at this time"**.
3. Executive Director Danzy asked the board to write off the open charges from past tenants in the amount of \$2,565. ***Mercer made a motion to write off the bad debt in the amount of \$2,565 seconded by Ryan. Roll Call Vote: Akers, aye; Ryan, aye, Mooney, aye, Mercer, aye. Motion passes 4-0***
4. Ryan made a motion to extend the \$10 a month dehumidifier concession to the Flag Rock family units. Seconded by Akers. Discussion ensued with Executive Director Danzy stating that the concession reduces the tenant rent by \$10 dollars. Ryan further amended her motion to make the concession retroactive to November 2021. ***Ryan's motion: to extend the \$10 a month concession and make it retroactive to November 2021, Seconded by Mooney. Roll Call Vote: Akers, aye; Ryan, aye, Mooney, aye, Mercer, aye. Motion passes 4-0***
5. Executive Director Danzy outlined the work order requests with tenants and stated that a policy is not needed. Tenants call the office if they need services and the maintenance staff fulfills the work orders by priority but all work orders are attended to. Discussion ensued with Mooney offering to write a policy to post on the town GBHA website.
6. Chairman Mercer suggested that Mooney might want to write a policy for tenant keys as well and these two items can be revisited at the next board meeting.

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7. Chairman Mercer informed the board about the two projects on the docket with the Community Development Corporation of Southern Berkshire at the January 25, 2022 meeting.

**V LTO REPORT:**

LTO President, Marlene Koloski had concerns about the Housatonic Water Works notices that might affect the tenants of Flag Rock. Koloski also criticized the lack of posting of the notices at Flag Rock.

Koloski questioned the office hours and accessibility of tenants talking or meeting with the Executive Director.

Koloski asked for clarification of the duties of the Board of Commissioners.

**VI. BOARD COMMENTS:**

Mooney had questions regarding:

- Mileage on the maintenance truck
- Website listing of her becoming tenant representative
- When warrants and invoices can be viewed
- How tenants are informed about job openings
- Adirondack monthly payroll payment explanation

**VII. APPROVAL OF MINUTES FROM:** Board meeting, December 15, 2021.

Mercer made a motion to approve the December 15, 2021 draft minutes, seconded by Akers. Ryan noted a possessive apostrophe missing. With that correction : **Roll Call Vote: Ryan, aye; Mercer, Aye; Akers, aye;**

**Mooney, nay Motion passes 3-1**

The board also asked for the minutes of the Annual Plan hearing that took place before the official board meeting on December 15, 2021.

**VIII. CITIZEN SPEAK:** DelMasto had questions concerning the office water cooler, Iarocci questioned Resident Services Coordinators inspecting her apartment instead of GBHA employees. Morris was concerned with the Brookside porch painting on Building 7 in the Summer of 2020 by a seasonal worker. Orenstein commented on financial reports.

**IX ADJOURNMENT:** 5:25 p.m.

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

NEXT MEETING: February 16, 2022 @ 3:30 p.m.

Respectfully Submitted,

Madonna Meagher

Documents reviewed: Agenda, draft minutes 12/15/21; November 2021 financial reports; Warrant cover pages for November 4, 17, 2021; payroll summary from Adirondack Payroll, MMDT November statements, Copies of Public Records Request appeals initiated by Mooney: SPR21/3290, SPR21/2973, Mooney email forward OML determination, Mooney email forward Erroneous statement in Annual Plan Still Awaits Correction

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.