

GREAT BARRINGTON HOUSING AUTHORITY

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MEETING MINUTES

Great Barrington Housing Authority Board of Commissioners

Wednesday, June 20, 2018

Present: Karen W. Smith, James Mercer, Jackie Sinico, Diane Dillion- Excused work

Administration: Vera Cartier, 7 attendees

CALL TO ORDER: Chair Smith called to order at 2:30

APPROVAL OF MINUTES:

Sinico made a motion, seconded by Mercer to accept the meeting minutes of May 23, 2018 and May 29, 2018 as written.

Unanimous approval.

EXECUTIVE DIRECTOR REPORT

- a) Dehumidifier Project-DHCD is requiring all family units have dehumidifiers and 2 ceiling fans installed. DHCD is covering the costs and tenants will be notified by letter as to the process. Project will start July 16th.
- b) Trash Collection-New contract for trash collection will start with Rogers Trucking on July 1, 2018 which was approved by the board.
- c) New Laundry Machines-Tenants with concerns about the new laundry machines should notify Vera and she will relay concerns to the representative for Automatic Laundry.

RESIDENTIAL ADVISORY BOARD – Flag Rock Village

Marlene Koloski reported that a community tag sale will be held. She was disappointed with the turnout at the cookout. She suggested that the family units should be notified of the pet policy and rules.

FINANICIAL UPDATES

- a) Dewey Rent Roll-has been reconciled and DCHD had approved the agreement between GBHA and Berkshire County Regional Housing Authority for the transfer of the property on July 1. The state legislature has approved the transfer.
- b) GBHA Audit Matters- Is working on the 2018 Audit issues as is GBHA. Smith noted that no capital inventory has been done since 2005 and that GBHA will complete by October 1. There is a list of issues that are being worked on by GBHA and the state. There seems to be a lack of response from the state and Smith is in contact with Laura Taylor about this.

Mercer made a motion, seconded by Sinico that NO postdated checks be accepted by GBHA.

Unanimous approval.

Mercer made a motion, seconded by Sinico that the credit card limit for charges is set at \$1000.00. Anything above that requires board approval.

Unanimous approval.

OLD BUSINESS

- a) **Energy Audit** – MASS Save and DHCD Cartier reported that she finally was able to get through to Betsy Harper at DHCD and she gave her the information to register for an energy audit which was done in the LEAN website. Vera is to monitor.
- b) **New Board Member**- Smith noted that since no state legislation has been passed regarding housing authorities allowing tenants on the board, GBHA will now be allowed a fifth member. It was suggested that we search out someone who has a financial background and or legal background which would assist the board going forward. Sinico and Mercer agreed

NEW BUSINESS

- a) **Board Assignments/Recent 2018 Audit**- Mr. Mercer has agreed to fill the GBHA slot on the Community Preservation Committee Smith and Sinico agreed. Sinico has agreed to review all payroll sheets as well as days off and report back to the board. She will also review going forward.

MAINTENANCE REPORT - Rich Phair, Maintenance Supervisor

- Unit 109-Completed-tenant to move in 6/24
- Stairway anti-slip tread installed in Bldg D.
- Unit 11 floors need polishing and door stoppers installed-no issues with moisture yet. Installed new range hood and countertops
- Several limbs came down at Brookside from storm. One limb bounced off Unit 6 roof (no damage). Rich used own saw to remove.
- Storm door at Brookside needs replacement due to breaking and entering (tenant charged). Located cabinet company to order doors from lumber yard. Cost \$398.00 for two doors.

Truck is falling apart and needs replacement. Information has been forwarded to state with quotes, maintenance records, and inspection fail for emergency replacement. Personal vehicles will be used and usage logs will be kept with time, mileage and location,

Dewey has had A/C units installed, kitchen faucet replacement and repairs to cabinets. Also, Rich will turn in his gas receipts weekly as well as maintain a vehicle log for the GBHA vehicle.

CITIZEN SPEAK

Ann Pruhenski was concerned about unauthorized people staying with tenants. Smith suggested that these issues be documented on paper with details and given to Cartier so that she can follow up. It is in the best interests of GBHA to know who is residing and who should not be there. The board is very supportive of this. It is up to the tenants to get the information to Cartier so that it can be dealt with.

Ms. Kosloski complained that there is a loose cat running about. It was also suggested that the Resident Advisory Board start dealing with these issues and putting it in the newsletter about concerns that involve everyone.

Ms. Loubert made a verbal public records request for the 2018 Audit. It was suggested that it be done in writing and that the audit was not complete, although there were a list of issues that needed to be reviewed.

BOARD SPEAK

No comments

Sinico made a motion, seconded by Mercer to adjourn the meeting at 3:30 and enter Executive Session for the purpose of Audit discussion. The public meeting was not reconvened.

Unanimous approval via roll call vote.

NEXT MEETING

The next meeting of the Great Barrington Housing Authority Board of Directors will be held on Wednesday, July 18, 2018 at 2:30 PM at Flagg Rock Village Community Room.

Respectfully submitted by: GBHA Board-Vera Cartier-Eileen Mooney