

**GREAT BARRINGTON HOUSING AUTHORITY**

**2 Bernard Gibbons Drive**

**Great Barrington, MA 01230**

Phone: (413) 274-1142 \* Fax: (413) 274-1143 \* Email: [gtbarringtonhousingauthority@gmail.com](mailto:gtbarringtonhousingauthority@gmail.com)

**SPECIAL MEETING MINUTES**

**Great Barrington Housing Authority Board of Commissioners**

**Wednesday, November 7, 2018**

**Present:** Karen Smith, James Mercer, Jackie Sinico, Diane Dillon

**Administration:**

**CALL TO ORDER**

The meeting was called to order by Chairperson Karen Smith at 5:00PM, announcing this is a special meeting of the GBHA Board.

**MINUTES** – May 29, 2018, August 30, 2018, September 18, 2018, October 16, 2018, October 16, 2018 and October 30, 2018

Chairperson Smith stated an audit of minutes that have been approved has been completed. It was found there were minutes that had not been approved, due to incomplete record keeping.

**May 29, 2018**

Chairperson Smith stated this meeting was held to re-take votes taken at the May 23<sup>rd</sup> meeting where all Board members had not been properly sworn in.

**Mercer made a motion, seconded by Sinico to approve the minutes of May 29, 2018 as written.**

**Unanimous approval.**

**August 30, 2018**

**Mercer made a motion, seconded by Sinico to approve the minutes of August 30, 2018 as written.**

**Unanimous approval.**

September 18, 2018

Chairperson Smith stated these minutes had been left out of the Board packet and where never brought back before the Board for a vote.

**Mercer made a motion, seconded by Sinico to approve the minutes of September 18, 2018 as written.**

**Unanimous approval.**

October 16, 2018

Chairperson Smith stated these minutes were tabled and are now being brought back to the Board for a vote.

**Mercer made a motion, seconded by Sinico to approve the minutes of October 16, 2018 as written.**

**Unanimous approval.**

October 30, 2018

**Mercer made a motion, seconded by Sinico to approve the minutes of October 30, 2018 (special meeting) as written.**

**Unanimous approval.**

#### **OLD BUSINESS**

- a) Vote to approve certification of completion for RCAT for the roofing project at Brookside in the amount of \$37,000

Chairperson Smith stated the roof project at Brookside has been completed, as previously reported by Rich Phair. The board now needs to vote to certify completion so DHCD can make payment.

**Mercer made a motion, seconded by Sinico to certify completion of the roof project at Brookside and authorizes DHCD to make payment of \$37,000.**

**Unanimous approval.**

- b) Change order #2 for the dehumidifier project

**Mercer made a motion, seconded by Sinico to approve change order #2 of the dehumidifier project and approve payment by DHCD of \$2,333.00 RCAT 02 Project Great Barrington Humidifier Project.**

**Unanimous approval.**

- c) Approval of billing in the amount of \$455.00 to Heffner Engineering – Schematic designs and construction documents for dehumidifier project

Chairperson Smith stated this bill had been submitted to the Authority and has just been found when going through paperwork. The Board needs to vote to approve the bill to be paid by DHCD.

**Mercer made a motion, seconded by Sinico to approve payment by DHCD of \$455.00, bill dated July 24, 2018, to Hefnor Engineering for schematic designs and construction documents for dehumidifier project M-RCAT 02 Great Barrington Dehumidifiers.**

**Unanimous approval.**

### **NEW BUSINESS**

- a) Board to approve bid for 2018-2019 winter season snow removal

Chairperson Smith stated the cut-off date for bids was November 1<sup>st</sup>. One bid was received from Gary O'Brien in the amount of \$12,000 to clear snow with sanding of roadways and parking areas. Mercer wanted to clarify this approval would be for the 2018-2019 winter season.

**Mercer made a motion, seconded by Sinico to accept the bid form Gary O'Brien in the amount of \$12,000 to remove snow, with sanding of roadways and parking areas for the 2018-2019 winter season. Price for Flag Rock Village and Brookside is \$6,000 each. It is understood this charge is a maximum, with an exception of \$75.00 per hour if a front loader or dump truck is necessary to offload snow.**

**Unanimous approval.**

Sinico questioned when leaf removal would take place. She was under the impression this had already been approved by the Board. Mercer stated he will check with Phair as to when the leaf removal will take place. Just in case, an additional vote was taken.

**Sinico made a motion, seconded by Dillon to approve \$500.00 per property to Gary O'Brien for leaf removal services at Flag Rock Village, Brookside, Dewey Court totaling \$1500.**

**Unanimous approval.**

### **CITIZEN SPEAK**

Eileen Mooney inquired when the Interim Executive Director would be starting. Chairperson Smith stated the Board should have that information in about a week. Currently, DHCD is reviewing the resume and contract. As soon as approval is received tenants will be notified.

Marlene Koloski stated there was a new tenant awaiting lease documents. Chairperson Smith stated the situation was taken care of yesterday with the assistance of the Executive Director of the Lee

Housing Authority. Necessary documents were missing, and there was a matter of returned mail that has now been resolved.

In the absence of an Executive Director, the Board is allowed to deal with tenant matters. Legal counsel was present to make sure documents were completed correctly. Marlene Koloski stated it was her impression the Board was not allowed to deal directly with tenants. Chairperson Smith explained Board members are allowed access to information on tenancy, Unit #'s but no names, and do not have access to tenant files, etc. The fee accountant and Administrative Assistant are able to do so.

### **BOARD COMMENTS**

Sinico distributed a copy of requirements in the hiring of an Administrative Assistant. She stated it has been a while since a properly qualified Administrative Assistant was in the office. She would like to begin advertising for an individual with the proper qualifications for the Administrative Assistant position, and also a permanent Executive Director. The Chair stated the request would be taken under advisement.

Mercer stated he has become aware that the First Congregational Church will not be supplying Thanksgiving dinners to shut-ins as they have in the past. Without this service there is concern there will be Flag Rock tenants that will go without a Thanksgiving meal. Smith stated this could be something the Residential Advisory Board could work on. She is also aware the Guthrie Center provides a free Thanksgiving meal, and possibly would be willing to accommodate these tenants. Shannon Sinico will work on either donations or will contact the Guthrie Center to see what they are able to do to help.

### **ADJOURNMENT**

**Dillon made a motion, seconded by Sinico to adjourn the meeting at 5:19PM.**

**Unanimous approval.**

***The next meeting of the GBHA Board will be held on Tuesday, November 20, 2018 at 2:00PM, Flag Rock Village.***

Respectfully submitted by Debra E Brazie