CALL TO ORDER
The meeting was called to order at 3:00 PM by Acting Chair Mercer. Acting Chair Mercer welcomed new board members, Marie Ryan and Cara Becker.

ELECTION OF BOARD OFFICERS
Acting Chair Mercer asked for nominations for Chair. Ryan nominated Mercer seconded by Becker. Sinico nominated Becker for Chair, seconded by Mooney. No other nominations were presented.
Roll call vote for Jim Mercer as Chair: Becker, Aye, Ryan, Aye, Mercer, Aye, Mooney aye, Sinico nay, Motion Passes

Chair Mercer asked for nominations for Vice Chair. Mooney nominated Becker, seconded by Sinico. Mercer nominated Ryan, no second.
Roll call vote for Cara Becker as Vice Chair: Sinico aye, Mooney aye, Mercer aye, Ryan aye, Becker aye. Unanimous.

Chair Mercer asked for nominations for Treasurer. Mooney nominated Sinico to continue as treasurer, seconded by Sinico.
Roll call vote for Jackie Sinico for Treasurer: Sinico aye, Mooney aye, Ryan aye, Becker aye, Mercer abstained, Motion passes

Chair Mercer asked for nominations for Secretary. Discussion ensued about whether or not it was needed as Madonna Meagher, Assistant to the Director records the minutes. Becker made a motion to not fill the secretary position seconded by Mooney. Roll call vote unanimous.

MINUTES – October 15, 2019. With the deletion of two sentences requested by Mooney, Mercer made a motion to approve the minutes as amended seconded by Sinico. Roll call vote: Mooney aye, Sinico aye, Mercer aye, Becker abstain. Ryan abstain. Motion passes.

EXECUTIVE DIRECTOR’S REPORT:
Executive Director Danzy reported that nearly 100% of the recertification papers have been signed by tenants. Executive Director Danzy will be requesting from the Department of Housing and Community Development (DHCD) a bi-annual recertification for the 667 program.
With the exception of 8 notice to quit (NTQ’s) for non payment of rent, all of whom received written reminders in the mail, rent collections continue to exceed expectations.
Executive Director Danzy reported that there are 4 current vacancies in the GBHA units.
Site inspections are now complete with the Board of Health involvement. Maintenance will continue to work on all but “repairs of expense” which will be deferred until there is further funding from the State.
The “LEAN” program from National Grid discussed at the October 15th board meeting responded back with a proposed conservation measure which included $14,500 in electrical upgrades to Flagrock. Executive Director Danzy is meeting with the LEAN representative again to discuss appliance replacement, specifically refrigerators. Phone system upgrades are continuing and the laundry card reader was relocated and hard wired for better service to the tenants.
Capital Improvement Plan (CIP) draft was given for board approval and subsequent tenant meeting to discuss plan. **Chairman Mercer made a motion to approve the CIP plan seconded by Ryan.** Roll call vote: Mercer aye, Ryan aye, Becker aye, Sinico aye, Mooney nay. Motion approved 4-1

Executive Director Danzy attended an “Occupancy” training in October in Medford, MA, and in November attended “Maintenance & Modernization” training in Norwood. She also attended the Mass NARHO Fall conference as well as office site training with Madonna in Holyoke. Resident Service Coordinator grants up to $30,000 to be selected by the State for collaboration with other south county housing authorities.

**Pension Plan:** Chairman Mercer proposed that the pension plan for employees that had been put on hold due to financial difficulties at the GBHA 18 months ago be reinstated. Discussion ensued that the HA is financially stable according to the fee accountant, Sue Honeycutt. Additional discussion centered around whether or not the pension could be retroactive. **Motion was made by Mooney to table the discussion until the December meeting to give the board time to get information on the pension plan. Seconded by Sinico.**

Vote: 5-0 yea. Approved.

Executive Director Danzy reviewed the maintenance reports in a hand-out for the board, including fall clean up, boilers serviced, 11 refrigerators replaced and termite funding had been approved through the engineering phase.

Financial report from the Executive Director Danzy included a bank balance of $5149.23 in the Dewey account, and $134,874.86 in the GBHA account. Executive Director Danzy reminded the board that the fee accountant will be present at the December meeting to field questions from the board.

**RESIDENT ADVISORY BOARD: LOCAL TENANTS ORGANIZATION (LTO)**

LTO President, Marlene Koloski left the meeting early and no report was presented by Koloski.

**OLD BUSINESS**
Chairman Mercer asked the board for time and place for future board meetings. After brief discussion, **Chairman Mercer made a motion to have the next two meetings will be at 3pm at Flag Rock community room on the third Tuesday of the month, seconded by Sinico.** Vote: Mercer aye, Sinico aye, Becker aye, Ryan aye, Mooney aye. Motion passes.

Chairman Mercer continues to find dates and time for a board training session and a diversity training session. Regarding the Executive Director’s job performance review, Chairman Mercer suggested two board members work as a team to start the review process, reminding the board that the ED contract begin April 1, 2019 and ends on 3/31/20. Discussion ensued with Becker and Mooney agreeing to work as a team and preparing a rough draft for the December meeting. Chairman Mercer outlined that the accounting services of Fenton, Ewald & Associates are working on a month to month basis, that the contract between them and the GBHA had expired and not yet approved by the board.

**Chairman Mercer made a motion to have the board approve a signed contract with the current accounting firm until the end of the fiscal year on March 31, 2020 and then look into other accounting firms.** No second. Motion fails

Discussion ensued regarding Mooney’s concerns about the Fenton, Ewald & Associates accounting firm, the accuracy of the fee accountant Sue Honeycutt, the lack of an audit at the GBHA, and the questioning of the fee break down given by Teresa Ewald regarding Dewey Way.

**NEW BUSINESS**
Executive Director Danzy handed out the maintenance plan and emergency lists for tenants. An evacuation plan was discussed by the board and Becker suggested she could work on a plan using her knowledge of working with the police and other agencies.

**CITIZEN SPEAK**
A Dewey tenant was concerned about fire escapes and safe evacuation of all elderly tenants. Discussion ensued about safety and the need for a generator in the common room at Dewey. Flag Rock elderly tenant was concerned about the kind of lighting in the parking lots, another mentioned a continued concern with neighbor’s noise and will follow up with Tina. Great Barrington resident Karen Smith, and reverse 911 system/Code Red coordinator suggested to the board that all tenants be entered into the code red system.
BOARD COMMENTS
Mooney asked that website description of GBHA properties be discussed at the next meeting, as well as a lease violation notice given to her by someone and that she (Mooney) found troubling. Sinico asked that notice to quit (LTQ) procedures be discussed at the next meeting.

NEXT MEETING: December 17th @ 3PM Flag Rock Community Center

ADJOURNMENT: 4:26 pm. Mercer made a motion to adjourn, seconded by Sinico. Unanimous approval by board

Documents reviewed: Agenda, Minutes of October 15, 2019, GBHA CIP 2020/five year plan, Preventative maintenance Schedule, GBHA deferred maintenance plan, Schedule of GBHA maintenance charges, Rich & Scott list of emergencies in work order system, PHA liabilities report, GBHA emergency definition and list, Memorandum of Understanding (MOU) template, GBHA balance sheets 4001/4009/689-1, Mooney hand out documents for the board: OML paragraphs, limitations for board members, gmill proposed website description/communication policy, Capital Improvement Plan description, redacted tenant notice of lease violation

Respectfully submitted,

[Signature]

Madonna Meagher