

**GHA Board of Commissioners
Regular Meeting**

April 23, 2024, at 4:30 PM

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, April 23, 2024, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:30 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, William Mason (4:34),
Trish Leonard

Staff Present: Jon Hite, Ann Borkowski, Jodi Clough, Andi Guy, Mark Courtemanche

Others Present: Keith Barnicle, Susan Worgaftik

1. ACTIONS

Minutes of the 3-26-24 Regular Board Meeting: Commissioner Mackin moved, and Commissioner Parks seconded, a motion to approve the minutes of the March 26, 2024, Regular Board meeting.

24-26 Voted 4 in favor; 0 opposed.

Minutes of the 3-26-24 Executive Session Meeting: Commissioner Leonard moved, and Commissioner Parks seconded, a motion to approve and release the minutes of the March 26, 2024, Executive Session meeting.

24-27 Voted 4 in favor; 0 opposed.

Commissioner Mason arrived.

Monthly Financials-March 2024: Commissioner Leonard moved, and Commissioner Parks seconded, a motion to TABLE the discussion of financial statements for the month of March 2024, until the May 2024 Board meeting.

24-28 Voted 5 in favor; 0 opposed.

Payment Summary for March 2024: Commissioner Leonard moved, and Commissioner Mackin seconded, a motion to TABLE the discussion of the Payment Summary for the month of March 2024 until the May 2024 Board meeting.

24-29 Voted 5 in favor; 0 opposed.

Monthly Staff Report for March 2024: Commissioner Leonard moved, and Commissioner Mackin seconded, a motion to accept the Monthly Staff Report for March 2024.

Discussion: Commissioners commented on the reduced unit turnover time by the Maintenance Staff and how it has been steadily improving. Maintenance Director, Mark Courtemanche, stated that this number should continue to decrease.

24-30 Voted 5 in favor; 0 opposed.

Low Bid Approval for EOHLC Project #113121 – Elm Terrace Roof Replacement:

Commissioner Leonard moved, and Commissioner Parks seconded, a motion to award the project to the lowest responsive and responsible bidder, P.O. Roofing, LLC for the #113121 Elm Terrace Roof Replacement with a Base Bid of \$174,400 and Alternate 1 of \$6,900 for a combined total of \$181,300.

Discussion: Procurement Officer, Andi Guy, stated that Alternate 1 consisted of additional gutters on several of the buildings to assist with drainage and runoff. Commissioner Leonard questioned if there should be leaf guards on the gutters and what the cost would be. Maintenance Director, Mark Courtemanche, stated that leaves in the gutters were not really an issue at Elm Terrace, with the possible exception of one or two buildings but he would seek the cost for leaf guards for that building(s).

24-31 Voted 5 in favor; 0 opposed.

Certificate of Substantial Completion for EOHLC Project #113128 – Emergency Pipe Repair:

Commissioner Mason moved, and Commissioner Mackin seconded, a motion to approve the substantial completion of the Elm Terrace Emergency Pipe Repair project with the date of substantial completion as April 2, 2024.

There was no discussion.

24-32 Voted 5 in favor; 0 opposed.

Certificate of Final Completion for EOHLC Project #113128 – Emergency Pipe Repair:

Commissioner Mackin moved, and Commissioner Mason seconded, a motion to approve the Final Completion of the Elm Terrace Emergency Pipe Repair project. The final cost of the project was \$108,779 with the balance due of \$25,654, which represents the amount due in Payment Application #2.

There was no discussion

24-33 Voted 5 in favor; 0 opposed.

HUD FY 2024 Income Limits Adoption: Commissioner Parks moved, and Commissioner Mason seconded, a motion to adopt the HUD FY24 Income Limits, which were effective April 1, 2024.

There was no discussion.

24-34 Voted 5 in favor; 0 opposed.

GHA Laundry Coin Collection Policy: Commissioner Leonard moved, and Commissioner Parks seconded, a motion to adopt the Laundry Coin Collection Policy.

Discussion: Finance Director, Jodi Clough, explained that this policy would adopt a written statement describing how the laundry collections work, where the money is received, as well as where and for what purposes the money it can be used. She stated that Mr. Hite felt a written policy might be useful for the auditors to see.

24-35 Voted 5 in favor; 0 opposed.

MassNAHRO Executive Director Recruitment & Search Service: Commissioner Leonard moved, and Commissioner Parks seconded, a motion to authorize and direct the Chairperson, on behalf of the Board, to enter into a contract with MassNAHRO to provide services and assist in the Executive Director search; further to authorize the Interim Executive Director to expend an amount, not to exceed \$5,000 for advertising related to the search in the Greenfield Recorder, the Daily Hampshire Gazette, the Springfield Union, and other industry and minority targeted job boards, and further to authorize the Chairperson, on behalf of the Board, to make administrative and procedural decisions related to the search between Board meetings; and further to appoint Trish Leonard and John Mackin to a preliminary search committee.

Mr. Hite and Commissioner Hawkins explained that this was the result of negotiations with MassNahro, discussions with them, and provided a roadmap for the search going forward.

24-36 Voted 5 in favor; 0 opposed.

Request for Proposals (RFP) – Section 8 Project-Based Vouchers: Commissioner Parks moved, and Commissioner Leonard seconded, a motion to authorize the GHA staff to develop and publicly issue a Request for Proposals for the use of up to sixty (60) additional Section 8 Project-Based Vouchers, said RFP process to be conducted in compliance with HUD regulations at 24 CFR 983 and Chapter 17 of the GHA Administrative Plan, with the final awards to be approved by the Board from the staff recommendation(s) as a result of the RFP evaluation process.

Discussion: Mr. Hite explained that the existing contracts had expired and a new RFP was necessary to continue using this valuable program, which has provided housing opportunities for a vulnerable segment of our resident population. The new RFP would include opportunities for new construction, as well as for social service provider/owners in existing buildings.

24-37 Voted 5 in favor; 0 opposed.

2. New Business

3. Reports and Updates:

Modernization Report

- Elm Terrace Emergency Pipe Repair – Project Complete
- MAH Window Replacement - Materials on Order & Project should start within the next few weeks.
- Elm Terrace Roof Replacement – Contract awarded and NTP date of 4/23/2024.
- Elm Terrace Drainage Buildings 2 to 6 – Scope of Services sent to the A/E and the project is in the planning phase.

Executive Director's Report

- Executive Director Search & Hiring Process – Contract with MassNAHRO
- Elm Terrace Tenants Meeting – Community Room hours might expand, Tenants requesting to be Safe-Serve Certified would allow for kitchen assistance by the tenants.
- GHA & FCRHRA Meeting – Looking for collaboration and a good working relationship going forward but not a merger at this time.

4. Tenant Concerns:

Randi Parks reported that there were no items to report that needed to be brought to the Board.

5. Public Comment

Governor's Appointee to the GHA Board – Susan Worgaftik announced to the Board that she has been appointed by the Governor, and sworn in, to serve on the Greenfield Housing Authority Board of Commissioners.

Upon the news of Commissioner Worgaftik's appointment, Commissioner Hawkins relinquished the Chair to Vice-Chairperson Mason, who announced that an election for new officers would occur at the May meeting. Members of the Board thanked Commissioner Hawkins for his years of service and leadership on the Board and to the Authority.

6. Executive Session

- 7. ADJOURNMENT:** Commissioner Parks moved, and Commissioner Mason seconded, a motion to adjourn the meeting at 6:26 pm.

Respectfully Submitted,



Jon Hite
Interim Executive Director