

**GHA Board of Commissioners**

**Regular Meeting**

**August 24, 2018 at 1:00 PM**

Greenfield Housing Authority – 1 Elm Terrace – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, August 24, 2018 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

**1. CALL TO ORDER**

Commissioner Mason called the meeting to order at 1:00 p.m.

Commissioners Present: Trish Leonard, William Mason, Robert Hawkins, Rich Fahey and Randi Parks

Staff Present: Jodi Clough, Dan Finn,

Others Present: MJ Adams, Josh Solomon

**2. ACTIONS**

**Minutes:** Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to accept the minutes of the June 22, 2018 Regular meeting.

18-34 Voted 4 in favor; 0 opposed

**Executive Director's Report:** Commissioner Fahey motioned and Commissioner Parks seconded a motion to accept the Executive Director's Report for the month of July 2018.

18-35 Voted 4 in favor; 0 opposed

**Monthly Financials:** Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to approve the July & 1<sup>st</sup> Quarter 2018 financial statements.

18-36 Voted 4 in favor; 0 opposed

**Change Order #1 – DHCD Project #113077, Phillips Street Plumbing:** Commissioner Fahey motioned and Commissioner Parks seconded a motion to approve Change Order #1 for the DHCD Project #113077, Phillips Street Plumbing, in the amount of \$649.30.

18-37 Voted 5 in favor; 0 opposed

**Certificate of Substantial Completion DHCD Project #113077:** Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to approve the Certificate of Substantial Completion dated June 28, 2018 for the DHCD Project #113077, Phillips Street Plumbing for the contract with Kurtz, Inc.

18-38 Voted 5 in favor; 0 opposed

**Certificate of Final Completion DHCD Project #113077:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Final Completion for the DHCD Project #113077, Phillips Street Plumbing with a final payout of \$4,627.70 to Kurtz, Inc.

18-39 Voted 5 in favor; 0 opposed

**3. OTHER BUSINESS**

**Payment Summaries for June and July 2018**

Provided for information.

**Augmentation of Reserves**

Finance Director, Jodi Clough, explained that DHCD had augmented the reserves of the Housing Authorities that were below the 40% level to bring their reserves back to the 40% level. DHCD expects these reserves to stay at 40% or more. Should an Authority need to spend below the 40% level, DHCD must give prior approval to expend the funds.

**4. NEW BUSINESS**

**Homeless Situation in Greenfield**

MJ Adams, Community Development Administrator for the Town of Greenfield, reached out to the Board on behalf of the Mayor to discuss strategies for assisting the homeless population in Greenfield. GHA is governed by the Department of Housing and Community Development and must adhere to the rules and regulations set forth by DHCD. People in need of housing must fill out an application and provide the necessary documentation to be placed on the lists for housing. Dan Finn stated that he will be meeting with Representative Mark and Congressman McGovern in the upcoming weeks.

**5. ADJOURNMENT:** Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to adjourn the meeting at 1:54 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for September 28, 2018 at 1:00 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio