

**GHA Board of Commissioners**

**Regular Meeting**

**December 20, 2023, at 3:45 PM**

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Wednesday, December 20, 2023, via remote Zoom Meeting.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 3:46 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard, John Mackin, William Mason

Commissioners Absent: None

Staff Present: Thomas Guerino, Mark Courtemanche, Jodi Clough, Andi Guy

Others Present: None

**1. ACTIONS**

**Minutes of the 11-28-23 Regular Board Meeting:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the November 28, 2023, Regular Board meeting.

23-95 Voted 4 in favor; 0 opposed; 1 abstained.  
No discussion.

**Monthly Financials-November 2023:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the financial statements for the month of November 2023.

23-96 Voted 5 in favor; 0 opposed.  
Discussion: Director of Finance, Jodi Clough, stated that the upcoming FY24 Budget Revision would address a shift in the decrease in Maintenance Materials and an increase in Maintenance Contract Costs. The line item for legal fees would be adjusted upward to reflect the amount of legal fees the agency has significantly increased.

**Payment Summary for November 2023:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of November 2023.

23-97 Voted 5 in favor; 0 opposed.  
No discussion.

**Monthly Staff Report for November 2023:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for November 2023.

23-98 Voted 5 in favor; 0 opposed.

Discussion: The MRVP and HCV lease up rates were discussed with the shared sentiment that there are fewer and fewer units available in this area.

**FY24 Budget Revision:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the FY24 Budget Revision.

23-99 Voted 5 in favor; 0 opposed.

Discussion: The revision includes a salary increase to the public housing manager as well as an increase in the legal fees.

**Certificate of Substantial Completion EOHLC Project #113126 – OC Emergency Boiler Replacement:** Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve the Certificate of Substantial Completion for the Emergency Boiler Replacement Project at the Oak Courts development. The project was substantially complete as of 12/8/2023.

23-100 Voted 5 in favor; 0 opposed.

No discussion.

**Certificate of Final Completion EOHLC Project #113126 – OC Emergency Boiler Replacement:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Final Completion for the Emergency Boiler Replacement Project at the Oak Courts development. The cost of the project is \$43,960.

23-101 Voted 5 in favor; 0 opposed.

Discussion: The current boilers are beyond their useful life and is increasingly difficult and extremely costly to find parts, if any, to repair the boilers.

**2. New Business**

**3. Reports and Updates**

**4. Tenant Concerns:**

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

**5. ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 4:10 pm.

Respectfully Submitted,



Thomas M. Guerino,  
Executive Director