

GHA Board of Commissioners

Regular Meeting

December 6, 2022, 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, December 6, 2022, 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

Commissioners Absent: Trish Leonard, William Mason

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Mark Courtemanche, Gary DePace-FEE
Accountant

Others Present: Deb Wilson

1. ACTIONS

Minutes of the 10-25-22 Regular Board Meeting: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the October 25, 2022, Regular Board meeting.

22-74 Voted 3 in favor; 0 opposed
No discussion.

Monthly Staff Report for October 2022: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for October 2022.

22-75 Voted 3 in favor; 0 opposed
Discussion: Maintenance Supervisor's Report – Mark Courtemanche stated that the Maintenance Staff is just finishing up the leaf cleanup at all properties as well as taking care of several items at the Morgan Allen House that had not been addressed in years.

Monthly Financials-October 2022: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the financial statements for the month of October 2022.

22-76 Voted 3 in favor; 0 opposed
No discussion

Payment Summary for October 2022: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of October 2022.

22-77 Voted 3 in favor; 0 opposed

Discussion: The new Fire Alarm System at the Morgan Allen House appeared on the October Payment Summary. The funds for this system came through a special ARPA funding source and the project was completed under \$10k.

FY23 Budget Revision -1: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the FY23 Budget Revision -1.

22-78 Voted 3 in favor; 0 opposed

Discussion: Executive Director, Guerino, stated that with a reduced staff/unfilled position and some restructuring of staff duties, he proposed additional compensation to several staff members. One staff member will be retro to 4-1-22 due to a significant increase in duties.

Contract for Financial Assistance (CFA) Amendment #11: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Contract for Financial Assistance – Amendment #11 between GHA and DHCD.

22-79 Voted 3 in favor; 0 opposed

Discussion: Procurement Officer, Andi Guy, explained that whenever additional funding is given to an LHA, other than the typical FY Formula Funding, DHCD requires an amendment to the Contract for Financial Assistance which must be approved by the Board.

DHCD Project #113098-ET Sidewalk – Change Order #1: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve Change Order #1 for the Elm Terrace Sidewalk Project in the amount of \$41,640.75.

2. Reports and Updates

Holiday Workshop -The GHA Holiday Workshop will be held on Tuesday, December 13th at 1:00 pm at Terrazza in Greenfield.

Tenant Concerns:

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

3. **ADJOURNMENT:** Commissioner Mason motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:02 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director