

GHA Board of Commissioners

Regular Meeting

February 22, 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, February 22, 2022, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:31 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, John Mackin, William Mason, Trish Leonard (4:39)

Commissioners Absent: None

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

Others Present: Deb Wilson, Ginny Desorgher

1. ACTIONS

Minutes of the 12-14-21 Regular Board Meeting: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the minutes of the December 14, 2021, Special Board meeting.

22-13 Voted 4 in favor; 0 opposed
No discussion.

Minutes of the 2-1-22 Regular Board Meeting: Commissioner Parks motioned and Commissioner Mason seconded a motion to approve the minutes of the February 1, 2022, Regular Board meeting.

22-14 Voted 4 in favor; 0 opposed
No discussion

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

22-15 Voted 4 in favor; 0 opposed
Discussion: Executive Director, Tom Guerino, stated that the number of open work orders and deferred work orders has been significantly reduced in the last few weeks under the leadership of Mark Courtemanche who is now the new Director of Maintenance. The agency is now in the process of accepting applications for the vacant maintenance mechanic position.

Monthly Financials for January 2022: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the December monthly financials.

22-16 Voted 5 in favor; 0 opposed

Discussion: Finance Director, Jodi Clough, stated that purchase of a plow for the F-250 in the amount of \$5200 would require Board approval.

Snowplow Purchase Approval: Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve the expenditure of \$5,200 for a snowplow for the F-250 Maintenance truck.

22-17 Voted 5 in favor; 0 opposed

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

22-18 Voted 4 in favor; 0 opposed

No discussion

FY23 Budget: Executive Director, Tom Guerino, stated that FY23 Budget is on hold until the new Labor and Industry rates are issued. He stated that DHCD is aware that the GHA budget will be submitted later than usual this year.

SEMAP (Section Eight Management Assessment Program): The GHA's overall SEMAP score for FY 3/31/21 is 92% and is designated as a High Performer. Greenfield Housing has utilized its waiver for SEMAP reporting.

GHA Board Meeting Time: Executive Director, Tom Guerino, asked the Board to weigh in on the time of day that the GHA holds its regular, monthly meetings. It was determined that the 4:30 pm start time is the most conducive time and therefore, there will be no change.

2. Reports and Updates

- ET Bath Exhaust Project was on hold during the COVID surge but is now expected to start up in March.
- ET Sidewalk Project is gaining some momentum after much prodding by GHA to get the Construction Documents under review. There are some minor changes to be made and GHA is in hopes to get this out to bid for spring.
- Oak Courts Emergency Boiler Procurement - GHA received a DCAMM waiver to procure the emergency replacement of 4 boilers at one of the Oak Courts buildings. The contractor, General Mechanical, is in the process of replacing them this week and the proposal came in much lower than expected.
- Mask Mandate – the mask mandate has been lifted and the Community Room and Lifepath meals are back to normal. Lifepath will add an additional lunch day to the week, which will increase the number of meals from 2 to 3 per week.
- GHA has finalized the Front Desk position search and has offered the position to a candidate who will start on March 7, 2022

Tenant Concerns: No items to report.

- ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to adjourn the meeting at 5:04 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom Guerino', followed by a long horizontal line extending to the right.

Thomas M. Guerino,
Executive Director