

**GHA Board of Commissioners  
Regular Meeting  
February 24, 2021 at 4:30 PM**

Greenfield Housing Authority – Remote Zoom Meeting – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Wednesday, February 24, 2021 via Zoom Remote, Greenfield.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 4:35 p.m.

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

Commissioners Absent: None

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault

Others Present: Deb Wilson

**1. ACTIONS**

**Minutes of the 1-12-21 Regular Board Meeting:** Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the minutes of the January 12, 2021 Regular Board meeting.

21-8 Voted 4 in favor; 0 opposed  
No discussion

**Amend Chapters 15 & 17 of the Section 8 Administrative Plan:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the amended chapters of the GHA Section 8 Administrative Plan (Chapters 15 & 17).

21-9 Voted 5 in favor; 0 opposed  
Discussion: A question was raised asking if GHA uses a generic Section 8 Admin Plan. The response given is that GHA uses the Nan McKay Administrative Plan but tailors it to the GHA agency's specific criteria.

**Monthly Staff Report for January 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for January 2021.

21-10 Voted 5 in favor; 0 opposed  
Discussion: The number of vacant units/unit turnaround time was discussed. Executive Director, Tom Guerino, stated that a temporary part-time maintenance person was in the process of being hired to help the maintenance department out while one of the maintenance staff is on medical leave.

**Monthly Financials for January 2021/Quarterly Financials 12/31/20:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the January monthly financials and the 12/31/20 quarterly financial statements.

21-11 Voted 5 in favor; 0 opposed  
No discussion

**Payment Summary for December 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of January 2021.

21-12 Voted 5 in favor; 0 opposed  
No discussion

**Compensatory Time Amendment:** Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the amendment to the Compensatory Time for the Personnel Policy.

21-13 Voted 5 in favor; 0 opposed  
Discussion: The amendment was issued as an Administrative Order in December 2020, however it needed Board approval to be issued as an amendment to the Personnel Policy.

**FY22 Budget:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to TABLE the vote for a future vote in two weeks.

21-14 Voted 5 in favor; 0 opposed  
Discussion: Several Commissioners had questions regarding a new position in the budget, the proposed Executive Director salary, comparative analysis, etc.

**HUD Annual Civil Rights Certification:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve GHA Board Chair Robert Hawkins to sign off on the document.

21-15 Voted 5 in favor; 0 opposed  
No discussion

**GHA Commissioners – Procedures Manual:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the draft version of the Operating Procedures with the understanding that Section VII will be amended.

21-16 Voted 5 in favor; 0 opposed  
Discussion: The approved and amended document will be issued to the Commissioners.

## 2. Reports and Updates

**Capital Improvement Plan:** Tom and Andi relayed the difficulties with the lack of response from DHCD in regard to getting answers on projects and getting projects moving forward. The Sidewalk Replacement Project at Elm Terrace had not been pushed out yet and Tom and Andi were going to team up to get a response from DHCD.

**Mini Split Project:** Andi Guy reported that 11 of the 28 buildings had been completed to date. The project was running much more smoothly and the contractors were completing approximately 2 units per day. The feedback from the Elm Terrace residents has been very positive.

**Winter Maintenance Issues:** Gary Nault reported that being a man down has made snow removal more of a challenge but the bigger challenge has been getting the residents to move their vehicles. We have had to tow several cars and have made an effort to get more information (notices and automated calls) to the residents. He also reported that all of the older sidewalks have been affected by the frost issues this season.

**Tenant Concerns:** Tom Guerino explained to the Board that a set of Tenant Concern Protocols had been discussed with the Elm Terrace Tenants Association (ETTA). Any concerns that could not be addressed through the ETTA and that would need to rise to the level of the Board would be placed on the meeting agenda. It was agreed that the agenda item, "Tenant Concerns" would remain on the agenda and if there were no concerns, it would be stated as such.

3. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 6:06 p.m.

Respectfully Submitted,

*Thomas M. Guerino*

Thomas M. Guerino,  
Executive Director