

GHA Board of Commissioners

Regular Meeting

February 28, 2023, 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 28, 2023, 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, William Mason, Trish Leonard (4:33 pm)

Commissioners Absent: None

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

Others Present: Deb Wilson

1. ACTIONS

Minutes of the 1-24-23 Regular Board Meeting: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the January 24, 2023, Regular Board meeting.

23-12 Voted 4 in favor; 0 opposed.
No discussion.

Monthly Staff Report for January 2023: Commissioner Mason motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for January 2023.

23-13 Voted 5 in favor; 0 opposed.
No discussion.

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

23-14 Voted 5 in favor; 0 opposed.
Discussion: Finance Director, Jodi Clough, stated that the budget is in a good place with just two months remaining in the fiscal year.

Payment Summary for January 2023: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Payment Summary for the month of January 2023.

Regional Attorney Agreement: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the GHA Agreement for Legal Services with Regional Attorney, Elaine O'Donnell.

23-16 Voted 5 in favor; 0 opposed.

Discussion: GHA was utilizing the services of Attorney Libel as the DHCD Regional Attorney. Attorney Libel has chosen not to continue this service. Attorney O'Donnell was working with Attorney Libel and already has a working relationship with the agency. The GHA utilizes the Regional Attorney Service an hourly rate.

CORI Policy: Commissioner Leonard motioned and Commissioner Mason seconded a motion to TABLE the approval.

23-17 Voted 5 in favor; 0 opposed.

Discussion: The GHA has a CORI Policy in place that is most relevant to the employees of GHA. The CORI Policy that was presented to the Board was intended to represent the applicants and tenants. Commissioner Leonard pointed out a few items that needed to be addressed before the Board would be ready to approve it.

HCV Administrative Plan Updates: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the updates to the GHA HCV Administrative Plan.

23-18 Voted 5 in favor; 0 opposed.

Discussion: Director of Leased Housing, Ann Borkowski, explained that she has been working with Joanie Bernstein to review and propose changes that are specific to the Greenfield Housing Authority.

Certificate of Substantial Completion – Project #113116: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the Certificated of Substantial Completion for the DHCD Project # 113116, Oak Courts Security Cameras. The project was substantially complete as of 2-14-2023.

23-19 Voted 5 in favor; 0 opposed.

No discussion.

Certificate of Final Completion – Project #113116: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Certificate of Final Completion for the DHCD Project # 113116, Oak Courts Security Cameras. The final cost of the project is \$19,689.

23-20 Voted 5 in favor; 0 opposed.

Discussion: Procurement Officer, Andi Guy, stated that this project was ARPA funded, had no change orders and was completed within a week.

Change Order #2 for DHCD Project #113100 – Cracked Pipe in Vault: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve Change Order #2 in the amount of \$3,960.82 for additional work to complete the project. The items include additional excavation, gravel, and blacktop.

23-21 Voted 5 in favor; 0 opposed.

Discussion: Executive Director, Tom Guerino, stated that he is working with Construction Advisor, Tom Boyer, to see if the state can release some sustainability/environmental funding for this project.

Change Order #1 for DHCD Project #113110 – ET Roofs (2/3, 20/21): Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve Change Order #1 in the amount of \$1,281.70 for costs and labor to provide additional zinc sheeting to one of the buildings. The detail was inadvertently omitted from one of the buildings.

23-22 Voted 5 in favor; 0 opposed.

No discussion.

2. Reports and Updates

SEMAP Corrective Action Plan

The SEMAP Corrective Action Plan was approved by the HUD Boston Field Office and subsequently closed. Director of Leased Housing, Ann Borkowski, worked diligently with the assistance of Jon Hite to formalize the Corrective Action Plan. The Corrective Action Plan was a result of FY19 audit findings.

FY23 Budget Revision

DHCD formally approved the FY23 Budget Revision #1 on February 13, 2023.

FY24 Budget

Executive Director Guerino stated that work on the FY24 budget will be taking place over the course of the next couple of months.

Columbus Ave Sidewalks

Executive Director Guerino stated that work had begun on the Columbus Ave sidewalks that abut the Elm Terrace development. The Elm Terrace tenants and GHA pushed for this sidewalk to be a priority. The GHA will send a letter of thanks to the Mayor and to Marlo Warner (DPW).

FSS Program

Executive Director Guerino informed the Board that the former FSS Coordinator has left the employment of GHA for a position in another agency. The Resident Services Coordinator will step in as an interim for the time being. The GHA will be requesting a waiver to reduce the minimum number of participants in the program. The FSS position is a shared position with Franklin County Housing and Redevelopment Authority. The future of the program may be dependent on the waiver.

Tenant Concerns:

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

3. **ADJOURNMENT**: Commissioner Mackin motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 5:15 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'T. M. Guerino', with a long horizontal line extending to the right.

Thomas M. Guerino,
Executive Director