

**GHA Board of Commissioners**  
**Regular Meeting**  
**January 23, 2024, 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, January 23, 2024, 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, Trish Leonard- (4:34), John Mackin, William Mason

Commissioners Absent: None

Staff Present: Thomas Guerino, Ann Borkowski, Mark Courtemanche – (4:35), Jodi Clough, Andi Guy

Others Present: None

**1. ACTIONS**

**Minutes of the 12-20-23 FY24 Annual Plan Public Hearing:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the minutes of the December 20, 2023, FY24 Annual Plan Public Hearing.

24-01 Voted 4 in favor; 0 opposed.

**Minutes of the 12-20-23 Regular Board Meeting:** Commissioner Parks motioned and Commissioner Mason seconded a motion to approve the minutes of the December 20, 2023, Regular Board meeting.

24-02 Voted 4 in favor; 0 opposed.  
No discussion.

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

24-03 Voted 5 in favor; 0 opposed.

Discussion: Director of Finance, Jodi Clough, stated that the FY24 Budget Revision now reflects the shift in the decrease in Maintenance Materials and an increase in Maintenance Contract Costs.

**Quarterly Financials-December 2023:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the quarterly financial statements for the month ending December 2023.

24-04 Voted 5 in favor; 0 opposed.  
No discussion.

**Tenant Account Receivables (TAR) Write-Offs:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the tenant account receivables write-offs in the amount of \$18,520.29.

24-05 Voted 5 in favor; 0 opposed.

Discussion: Commissioner Leonard inquired as to how many of the current Housing Court cases were for non-payment and what the amounts are. Leased Housing Director, Ann Borkowski, stated that she could get the information for the next meeting.

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

24-06 Voted 5 in favor; 0 opposed.

Discussion: Commissioner Mackin questioned the amount of the payments to an architectural firm and was told that this particular project had particularly high designer fees attached to it. EOHLIC (Executive Office of Housing and Livable Communities) approved these fees.

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

24-07 Voted 5 in favor; 0 opposed.

Discussion: The HCV lease up rates were discussed with the shared sentiment that there are fewer and fewer units available in this area. Leased Housing Director, Ann Borkowski, stated that she would get a list of what other Housing Authorities have submitted the next time she submits her PIC report.

**Maintenance Vehicle Use Policy:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Maintenance Vehicle Use Policy.

24-08 Voted 4 in favor; 1 opposed.

Discussion: Commissioner Leonard suggested that the GHA should review the licenses of each Maintenance employee every 6 months for compliance documentation.

## 2. New Business

## 3. Reports and Updates

**GCET Update:** Process is moving forward GCET is waiting on technical support (electricians) to complete the project.

**Sidewalk Update:** Commissioner Mackin inquired about the last phase of the sidewalk project- the loam and seed. Campora Construction will be finishing this last phase of the project in the spring.

**Elm Terrace Water Break:** Executive Director, Tom Guerino, stated that it is unclear as to what caused the pipe to crack. GHA has a DCAMM waiver to get the repairs completed. Davenport Construction put a temporary fix on the pipe which was completed within a day. The residents were without water for 5-6 hours and it went seamlessly. Davenport is waiting on parts/material and GHA will proceed as soon as possible when Davenport has the materials. Greenfield DPW has granted a waiver on the road cut on Columbus Ave. Tom also noted that the Insurance Company will only pay on the section of the pipe that is "broken."

**Briar Way – Berkshire Gas:** Executive Director, Tom Guerino, stated that he was contacted by Berkshire Gas who were looking to put a Pressure Regulation Facility on the property at Briar Way. Berkshire Gas was under the impression that GHA was the owner of that property. GHA owns four (4) of the condominiums but not the property. Berkshire Gas would be working with the City and Briar Way to straighten this out.

**4. Tenant Concerns:**

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

**5. ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:21 pm.

Respectfully Submitted,



Thomas M. Guerino,  
Executive Director