

GHA Board of Commissioners

Regular Meeting

January 25, 2019 at 1:00 PM

Greenfield Housing Authority – Elm Terrace Conference Room – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, January 25, 2019 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

1. CALL TO ORDER

Commissioner Mason called the meeting to order at 1:07 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Jean Wall and William Mason

Commissioners Absent: Trish Leonard

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

2. ACTIONS

Minutes: The minutes of the 11/30/2018 Regular Board meeting cannot be approved due to the fact that of the three Commissioners present at that meeting (Fahey, Parks and Mason) only two Commissioners (Parks and Mason) are currently on the Board.

Executive Director's Report: Commissioner Hawkins motioned and Commissioner Parks seconded a motion to accept the Executive Director's Report for the month of December 2018.

19-01 Voted 4 in favor; 0 opposed

Monthly & Quarterly Financials: Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the December 2018 and 3rd Quarter financial statements.

19-02 Voted 4 in favor; 0 opposed

Certificate of Substantial Completion for DHCD Project #113085: Commissioner Hawkins motioned and Commissioner Parks seconded a motion to accept the Certificate of Substantial Completion for DHCD Project #113085 – Roof Replacement at Oak Courts buildings #6 and #11. The date of Substantial Completion is 12/27/18. The contractor is J.J.S. Universal Construction Company.

19-03 Voted 4 in favor; 0 opposed

Certificate of Final Completion for DHCD Project #113085: Commissioner Hawkins motioned and Commissioner Parks seconded a motion to accept the Certificate of Final Completion for DHCD Project #113085 – Roof Replacement at Oak Courts buildings # 6 & #11. The cost of the project, \$28,000, is due and payable to J.J.S. Universal Construction Company.

19-04 Voted 4 in favor; 0 opposed

On-Call Plumbing Contract Award: Commissioner Hawkins motioned and Commissioner Parks seconded a motion to award the On-Call Plumbing contract to Corcoran Plumbing of Springfield. The contract is for a 1-year period with an optional 1-year renewal.

19-05 Voted 4 in favor; 0 opposed

Tenant Accounts Receivable (TAR) Write-Offs: Commissioner Hawkins motioned and Commissioner Wall seconded a motion to approve the quarterly write-offs in the amount of \$9,436.93.

3. OTHER BUSINESS

Payment Summaries for November 2018 and December 2018

Provided for information.

Conflict of Interest Training

The Commissioners were informed that the Conflict of Interest Training was to be completed in the first quarter of 2019. The training must be completed every two years.

4. ADJOURNMENT: Commissioner Hawkins motioned and Commissioner Parks seconded a motion to adjourn the meeting at 2:15 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for February 22, 2019 at 1:15 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio