

**GHA Board of Commissioners
Regular Meeting
July 25, 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, July 25, 2023, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:32 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard (4:36), John Mackin, William Mason

Commissioners Absent: None

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

Others Present: Stephanie Duclos

1. ACTIONS

Minutes of the 6-27-23 Regular Board Meeting: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the minutes of the June 27, 2023, Regular Board meeting.

23-58 Voted 4 in favor; 0 opposed.
No discussion.

Monthly/Quarterly Financials-June 2023: Commissioner Mason motioned and Commissioner Parks seconded a motion to approve the financial statements for the month and Quarter ending June 2023.

23-59 Voted 5 in favor; 0 opposed.
No discussion.

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

23-60 Voted 5 in favor; 0 opposed.
No discussion.

Monthly Staff Report for June 2023: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for June 2023.

23-61 Voted 5 in favor; 0 opposed.

Discussion: There was discussion regarding the number of vacant units and turnaround time. The maintenance department is currently without 2 people (1 full-time and 1 part-time) and there has been a rise in the number of turnovers. Overtime has been authorized for the maintenance department to work on the turnovers.

Certificate of Substantial Completion – EOHLC Project #113117 – FRG Contractor Corp:

Commissioner Leonard motioned and Commissioner Parks seconded a motion to accept the date of Substantial Completion for Project #113117 – Elm Terrace Roof (4-6) as June 27, 2023.

23-62 Voted 5 in favor; 0 opposed.
No discussion

Certificate of Final Completion – EOHLC Project #113117 – FRG Contractor Corp: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Certificate of Final Completion for Project #113117 – Elm Terrace Roof (4-6) at a final cost of \$27,944.

23-63 Voted 5 in favor; 0 opposed.
No discussion

Certificate of Substantial Completion – EOHLC Project #113100 – Campora Construction Co, Inc.: Commissioner Leonard motioned and Commissioner Parks seconded a motion to accept the date of Substantial Completion for Project #113100 – Elm Terrace Cracked Pipe in Vault as May 18, 2023.

23-64 Voted 5 in favor; 0 opposed.
No discussion

Certificate of Final Completion – EOHLC Project #113100 – Campora Construction Co, Inc: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Final Completion for Project #113100 – Elm Terrace Cracked Pipe in Vault at a final cost of \$93,104.33.

23-65 Voted 5 in favor; 0 opposed.
No discussion

Contract for Financial Assistance (CFA), Amendment #12: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve CFA, Amendment # 12 in the amount of \$300,325. This amendment funds the 5001 account and extends the contract dates of service from 6/30/25 to 6/30/26.

23-66 Voted 5 in favor; 0 opposed.

2. New Business

3. Reports and Updates

RCAT Waiver – Executive Director, Tom Guerino, shared the letter from EOHLC which stated that Greenfield Housing Authority had been granted a waiver to opt out of the Regional Capital Assistance Team (RCAT) program through June 30th, 2025.

Assistance to Refugees in Greenfield – Executive Director Guerino stated that the \$2,500 donation to assist the Haitian refugees was delivered to Service Net who is overseeing and managing the funding and assistance programs for this group.

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 Mason seconded a motion to adjourn the meeting at 5:06 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom Guerino', is written over a horizontal line.

Thomas M. Guerino,
Executive Director