

GHA Board of Commissioners
Regular Meeting
July 26, 2022, 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 26, 2022, 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, William Mason, John Mackin

Commissioners Absent: None

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

Others Present: Deb Wilson

1. ACTIONS

Minutes of the 6-28-22 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the June 28, 2022, Regular Board meeting.

22-47 Voted 3 in favor; 0 opposed; 2 abstain
No discussion.

Monthly Staff Report for June 2022: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for June 2022.

22-48 Voted 5 in favor; 0 opposed
No discussion

Monthly Financials-June 2022: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the financial statements for the month of June 2022.

22-49 Voted 5 in favor; 0 opposed
No discussion

Quarterly Financials – 1st Quarter – Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the 1st Quarter Financial Statement.

22-50 Voted 5 in favor, 0 opposed
No discussion

Payment Summary for June 2022: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of June 2022.

22-51 Voted 5 in favor; 0 opposed

Discussion: Finance Director, Jodi Clough, noted the payment for the fire stoppers. The units at Elm Terrace have been completed. Maintenance will install these in the remainder of the GHA units once the product gets delivered.

Certificate of Substantial Completion – DHCD Project #113088-ET Bath Exhaust: Commissioner Parks motioned and Commissioner Mason seconded a motion to approve the Elm Terrace Bath Exhaust project substantially complete as of 6-22-2022.

22-52 Voted 5 in favor; 0 opposed

No discussion

Certificate of Final Completion – DHCD Project #113088 -ET Bath Exhaust: Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the Certificate of Final Completion for the Elm Terrace, 667-1, Bath Exhaust Fan Replacement. The total cost of the project was \$29,565.38 and the second and final payment to Hickman & Sgroi Electric, Inc. is in the amount of \$24,063.93.

22-52 Voted 5 in favor; 0 opposed

Discussion: Andi Guy stated that the project was completed back in June and that the project did not cover all of Elm Terrace, only the units in the 667-1 units. Another project will go out to bid at some point for the remainder of the Elm Terrace development, 667-2.

RCAT (Regional Capital Assistance Team) Waiver: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the GHA application to waive out of the RCAT. There are several waiver conditions that must be met before the waiver is granted by DHCD. The waiver has a three-year term and allows the LHA's the ability to independently manage projects that are under the \$50k threshold.

22-53 Voted 5 in favor; 0 opposed

GHA Schedule of Fees and Charges: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Greenfield Housing Authority Schedule of Fees and Charges as presented to the Board.

22-54 Voted 5 in favor; 0 opposed

Winslow Building Schedule of Fees and Charges: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Winslow Building Schedule of Fees and Charges as presented to the Board.

22-55 Voted 5 in favor; 0 opposed

Discussion: Executive Director, Tom Guerino, expressed that the fee for the replaced/lost fee should be \$15, not \$20. The Maintenance Director, Mark Courtemanche, stated that it may cost more for the key cards than the traditional key.

2. Reports and Updates

Maintenance Director's Report

Maintenance Director, Mark Courtemanche, stated that the work order system is in good shape. He also stated that the new signage for the Elm Terrace buildings have arrived. The signs were made by the State Correctional Institution for a fraction of the cost that other vendors were asking. The signs are reflective and will help identify the building number and the layout of the units.

Executive Director's Report

Executive Director, Tom Guerino, informed the Board that there have been issues with the Monday morning bread distribution. The donated food items are brought to the Housing Authority by the Sheriff's TRIAD unit on Monday mornings. Some of the items are set aside for the Oak Courts and Winslow Building residents and the remainder is left for the Elm Terrace tenants. There are quite a few individuals who are sneaking in ahead of the distribution time and taking more items than necessary. The program will be suspended for a few weeks starting August 1, 2022.

Tenant Concerns:

Randi Parks reported that the Atlas Food Truck that comes to Elm Terrace on Thursdays has been well received.

3. **EXECUTIVE SESSION:** Board Chair Robert Hawkins announced the purpose for entering Executive Session citing Exception #1. The Board will reconvene in Open Session. Commissioner Leonard motioned and Commissioner Parks seconded a motion to leave the Open Meeting Session and enter Executive Session at 5:14 p.m.

Roll call vote to enter into Executive Session is as follows: Commissioners Parks, Leonard, Mackin, Mason and Hawkins all voted in favor, 5-0.

Roll call vote to leave Executive Session and reconvene in Open Session is as follows: Commissioners Parks, Leonard, Mackin, Mason and Hawkins all voted in favor, 5-0.

4. **ADJOURNMENT:** Commissioner Mason motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 5:52 pm. The next GHA meeting is tentatively scheduled for August 23, 2022.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director