

**GHA Board of Commissioners
Regular Meeting
July 27, 2021, at 4:30 PM**

Greenfield Housing Authority – Oak Courts Community Building – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, July 27, 2021, at the Oak Courts Community Center, Greenfield.

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 (remote)

Commissioners Absent: None

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

Others Present: None

1. ACTIONS

Minutes of the 5-25-21 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the May 25, 2021, Regular Board meeting.

21-49 Voted 4 in favor; 0 opposed
No discussion.

Monthly Staff Report for June 2021: Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for June 2021.

21-50 Voted 5 in favor; 0 opposed
Discussion: The number of days required for a turnover left in “good” shape was questioned. The unit required a replacement item that was backordered.

Monthly/Quarterly Financials for June 2021: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the March year end financials.

21-51 Voted 5 in favor; 0 opposed
No discussion.

Tenant Accounts Receivable (TAR) Write-Offs: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve \$177 in TAR Write-Offs.
Discussion: The \$177 represents charges to dispose of items left behind from a unit in the 667 Elderly Development.

21-52 Voted 5 in favor; 0 opposed

Discussion: The \$177 represents charges to dispose of items left behind from a unit in the 667 Elderly Development.

Payment Summary for June 2021: Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the Payment Summary for the month of June 2021.

21-53 Voted 5 in favor; 0 opposed

No discussion.

FY22 SEMAP Certification – Reaffirm Board Vote 21-46: Commissioner Parks motioned and Commissioner Leonard seconded a motion to reaffirm the Board vote, 21-46, from the May 25, 2021, Regular Board meeting. The May 25th posted agenda did not contain the FY22 SEMAP Certification agenda item on it.

21-54 Voted 5 in favor; 0 opposed

No discussion.

HUD Waivers – PIH 2021-14: Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the latest extension of the HUD waivers as detailed in PIH 2021-14.

21-55 Voted 5 in favor; 0 opposed

Discussion: Leased Housing Director, Ann Borkowski, explained that although GHA is no longer utilizing some of the previous waivers, it makes sense for the agency to keep these waivers current in the Section 8 Admin plan until they expire or until they are extended.

Amend the Greenfield Housing Authority Hours of Operation: Commissioner Mackin motioned and Commissioner Leonard seconded a motion to approve the amendment of the hours to 8:00 am to 4:00 pm with the agency no longer being closed for the hour of 12:00 – 1:00 pm. Employee lunch time has been reduced from 1 hour to 45 minutes.

21-56 Voted 5 in favor; 0 opposed

Discussion: Executive Director Guerino stated that this has been well received and the agency is seeing clients/general public on a daily basis during the hours of 12:00 and 1:00 pm.

2. Reports and Updates

COVID-19 Discussion

Executive Director, Tom Guerino, informed the Board that he is constant contact with the City Health Agent and will adhere to any guidance set forth by the City or State.

Capital Improvement Plan Projects

- Elm Terrace Cracked Pipe - The project will be going out to bid as of 8/4/2021 with a proposed bid opening on 8/19/2021.

- Elm Terrace Sidewalk Replacement – This project is moving forward and GHA met with DHCD to discuss several projects (Elm Terrace Roofs and MAH windows) that could be deferred to another year so that additional funds could be used for the sidewalks.

Tenant Concerns: No items were brought before the Board.

3. **ADJOURNMENT:** Commissioner Mason motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:02 pm.

Respectfully Submitted,

Thomas M. Guerino

Thomas M. Guerino,
Executive Director