

GHA Board of Commissioners

Regular Meeting

June 23, 2020 at 4:30 PM

Greenfield Housing Authority – Remote Zoom Meeting – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, June 23, 2020 via Zoom Remote, Greenfield.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:30 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, William Mason, Trish Leonard

Commissioners Absent: None

Staff Present: Hank Abrashkin, Jon Hite, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault

Others Present: MJ Adams

1. ACTIONS

Minutes: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the May 29, 2020 Regular Board meeting.

20-55 Voted 4 in favor; 0 opposed

Minutes: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the June 6, 2020 Special Board meeting.

20-56 Voted 4 in favor; 0 opposed

Monthly Staff Report: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for May 2020.

20-57 Voted 4 in favor; 0 opposed

No discussion.

Monthly Financials – May 2020: Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the monthly staff report for May 2020.

20-58 Voted 4 in favor; 0 opposed

No discussion.

Payment Summary – May 2020: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of May 2020.

20-59 Voted 4 in favor; 0 opposed

Bill Breitbart Consultant Proposal: Commissioner Leonard motioned and Commissioner Mason seconded a motion to approve the Proposal for Consulting Services to provide an analysis of the organizational structure of the Winslow Building as it was developed and what it is currently as well as what it will be in the upcoming years.

20-60 Voted 4 in favor; 0 opposed

Discussion regarding who is responsible to pay for this, GHAI, and to keep a running total of his services as he goes along to minimize the cost.

Certificate of Substantial Completion – DHCD Project #113076- Cement Sidewalks:

Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Substantial Completion for the Cement Sidewalk project as substantially complete on June 1, 2020.

20-61 Voted 4 in favor; 0 opposed

No discussion

Change Order #2 – DHCD Project #113076 – Cement Sidewalks: Commissioner Parks motioned and Commissioner Mason seconded a motion to approve Change Order #2 for the DHCD project # 113076- Cement Sidewalk project. Change Order #2 submitted by Campora Construction was a credit for \$3,905.

20-62 Voted 4 in favor; 0 opposed

No discussion.

Certificate of Final Completion – DHCD Project #113076- Cement Sidewalks: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Final Completion for the DHCD project #113076 – Cement Sidewalk project. The final payout for retainage in the amount of \$6,834.55 closes out the project at \$136,690.94.

20-63 Voted 4 in favor; 0 opposed

No discussion.

Amendment to the Greenfield Housing Authority Smoking Policy: Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the Amendment to the Smoking Policy. The amendment stipulates smoking shall be prohibited within twenty-five feet of all buildings, effective July 1, 2020. Effective January 1, 2020, smoking shall be prohibited in all locations on Greenfield Housing Authority properties. The amendment also details what is considered as smoking.

20-64 Voted 4 in favor; 0 opposed

There was discussion regarding how this would be incorporated into the leases of tenants. Director of Leased Housing, Ann Borkowski, stated this would be added into the lease this fall.

2. OLD BUSINESS

3. **NEW BUSINESS** – **Office Specific Safety Standards** – GHA Staff outlined the procedures that were in effect at the office.
4. **OTHER BUSINESS**
5. **TENANT CONCERNS**

6. **ADJOURNMENT**: Commissioner Parks motioned and Commissioner Mason seconded a motion to adjourn the meeting at 5:55 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for Tuesday, July 28, 2020 at 4:30 p.m. via a Zoom meeting.

Respectfully Submitted,

William H. Abrashkin,
Executive Director