

**GHA Board of Commissioners**

**Regular Meeting**

**June 28, 2019 at 1:15 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, June 28, 2019 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

**1. CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 1:17 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Jean Wall and Trish Leonard

Commissioners Absent: William Mason

Staff Present: Jodi Clough, Andi Guy, Ann Borkowski

Others Present: None

**2. ACTIONS**

**Minutes:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the May 17, 2019 Regular Board meeting.

19-23 Voted 3 in favor; 0 opposed

**Executive Director's Report:** Commissioner Wall motioned and Commissioner Parks seconded a motion to accept the Executive Director's Report for the month of May 2019.

19-24 Voted 4 in favor; 0 opposed

**Monthly Financials:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly financial statements for May 2019.

19-25 Voted 4 in favor; 0 opposed

**Tenant Accounts Receivable Write-Offs:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the quarterly Tenant Accounts Receivable write-offs in the amount of \$5,037.04.

19-26 Voted 4 in favor; 0 opposed

**Certificate of Substantial Completion – DHCD Project #113068:** Commissioner Leonard motioned and Commissioner Wall seconded a motion to approve the Certificate of Substantial Completion for the DHCD Project #113068 – 279 Elm Street Foundation & Heating Improvements. The project was substantially complete as of 4/29/2019.

19-27 Voted 4 in favor; 0 opposed

**Contract Award for DHCD Project #113071 – Morgan Allen Paving:** Commissioner Wall motioned and Commissioner Parks seconded a motion to award the Morgan Allen Paving Project - #113071 to Clayton D. Davenport Trucking of Greenfield in the amount of \$122,000 as the lowest responsive and responsible bidder.

19-28 Voted 4 in favor; 0 opposed

**Contract Award for DHCD Project #113089 – Oak Courts Roofing:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to award the Oak Courts Roofing Project - #113089 to Laroche Construction, Inc. in the amount of \$48,100 as the lowest responsive and responsible bidder.

19-29 Voted 4 in favor; 0 opposed

**Wage Match Certification:** Commissioner Parks motioned and Commissioner Wall seconded a motion to certify that Greenfield Housing Authority is in compliance with the Wage Match program.

19-30 Voted 4 in favor; 0 opposed

**Go Section 8 Centralized Waiting List:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve Greenfield Housing Authority's utilization of the Go Section 8 Centralized Wait List system. The Centralized Wait System had previously been administered by MassNAHRO.

19-31 Voted 4 in favor; 0 opposed

**3. NEW BUSINESS**

**4. OTHER BUSINESS**

**Payment Summaries for May 2019**

Provided for information.

**Smoking Policy Discussion**

Currently, the Greenfield Housing Authority has a no smoking policy that applies to all units, offices and all common interior areas. There are no stipulations on smoking outside of the buildings. The Commissioners discussed the possibility of prohibiting

smoking within a specified number of feet away from the building or prohibiting smoking anywhere on GHA property.

5. **ADJOURNMENT**: Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 3:01 p.m.

The next Regular meeting of the GHA Board of Commissioners for the month of July has tentatively been scheduled for July 26, 2019 at 1:15 pm at Elm Terrace Conference Room.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio