

**GHA Board of Commissioners**  
**Regular Meeting**  
**March 29, 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, March 29, 2022, via remote Zoom Meeting.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 4:31 p.m.

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

Commissioners Absent: None

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

Others Present: Deb Wilson, Robert Williford, Gary DePace (GHA FEE Accountant)

**1. ACTIONS**

**Minutes of the 2-22-22 Regular Board Meeting:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the February 22, 2022, Regular Board meeting.

22-19 Voted 4 in favor; 0 opposed (Commissioner Mason was not present at time of vote)  
No discussion.

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

22-20 Voted 5 in favor; 0 opposed  
Discussion: It was noted by Executive Director Guerino that the Maintenance Department is operating with greater efficiency with the new Supervisor.

**Monthly Financials for February 2022:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the February monthly financials.

22-21 Voted 5 in favor; 0 opposed  
Discussion: Finance Director, Jodi Clough, stated that the maintenance materials and contract costs were slightly overbudget, however, at year end, these line items will average in with maintenance salaries line item, which are under budget and this will not affect the PMR.

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

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

**Certificate of Substantial Completion for DHCD Project #113107- Emergency Boiler Replacement:**  
Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Certificate of Substantial Completion for the Boiler Replacement for one building at Oak Courts. The date of substantial completion is 2/23/2022.

22-23 Voted 5 in favor; 0 opposed  
No discussion

**Certificate of Final Completion for DHCD Project #113107 – Emergency Boiler Replacement:**  
Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Certificate of Final Completion for the Boiler Replacement project at Oak Courts. The final cost to replace the four (4) boilers is \$34,960.

22-24 Voted 5 in favor; 0 opposed  
Discussion: Andi Guy explained that the Formula Funding for this project was transferred from an older 4-boiler project that had not come to fruition. There was approximately \$39k to use for the boiler replacement and the cost to do the emergency replacement was just under \$35k.

**FY23 Budget:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the FY23 Budget.

22-25 Voted 5 in favor; 0 opposed  
Discussion: FEE Accountant, Gary DePace, provided a synopsis of each program detailing the operating reserves and overall status of the program.

### **Composting Cooperative – Elm Terrace**

Executive Director, Tom Guerino, stated that the Elm Terrace Tenant's Association Officers had expressed an interest in a composting program here at Elm Terrace. Tom, Andi and Mark had met with several members of the Compost Cooperative of Greenfield to gather some information. The Compost Cooperative is interested in holding a public meeting for the Elm Terrace residents to see what kind of interest is generated. Tom stated that he was amenable to such a program being offered to the residents if the Cooperative could make it affordable to the residents and if it did not encumber the Maintenance staff.

## **2. Reports and Updates**

**Executive Director's Report** - Executive Director, Tom Guerino, stated that he had set a date to get the workplace equity study underway. The consultant will meet with the staff on Wednesday, April 13, 2022 via Zoom. He also stated that there had been a luncheon for the receptionist who is retiring on 3/31/22. She has been a stellar employee and will be greatly missed.

- ARPA Funds – The American Rescue Plan Act (ARPA) is issuing funding for Public Housing. DHCD is pleased to announce that each LHA will receive an additional year's worth of

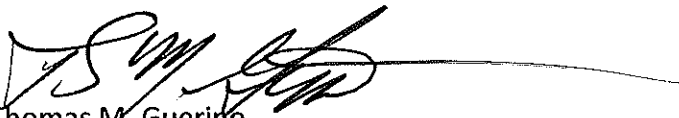
formula funding. GHA will receive an award equal to the FY24 funding, which is approximately \$300,400. GHA can use these funds to cover costs incurred between 3/2021 and 12/2024.

- ET Bath Exhaust Project was on hold during the COVID surge and was expected to start up in March, however, the contractor has stated that he has not received the product yet.
- ET Sidewalk Project is gaining some momentum after much prodding by GHA to get the Construction Documents under review. The new 100% construction documents have finally been approved and the approval to bid has been issued. The architect will now put together a bid packet. More information to follow.

**Tenant Concerns:** No items to report.

3. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to adjourn the meeting at 5:42 pm.

Respectfully Submitted,



Thomas M. Guerino,  
Executive Director