

**GHA Board of Commissioners  
Regular Meeting  
March 30, 2021 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, March 30, 2021 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, John Mackin, William Mason, Trish Leonard

Commissioners Absent: None

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

Others Present: Deb Wilson, L'aura Jordan, Robert Williford

**1. ACTIONS**

**Minutes of the 3-10-21 Special Board Meeting:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the March 10, 2021 Special Board meeting.

21-22 Voted 4 in favor; 0 opposed  
No discussion

**GHA Smoke-Free Policy:** Commissioner Mackin motioned and Commissioner Mason seconded a motion to approve the Greenfield Housing Authority's Smoke-Free Policy and Lease Addendum.

21-23 Voted 5 in favor; 0 opposed  
Discussion: This Smoke-Free Policy supersedes the prior policy. The date for all GHA owned and managed properties to become smoke-free is July 1, 2021. The smoke-free policy is built into the lease addendum of the GHA public housing lease.

**Monthly Staff Report for February 2021:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for February 2021.

21-24 Voted 5 in favor; 0 opposed  
Discussion: The new position in the FY22 Budget is aimed to take on some of the responsibilities in the Section 8 program with a department goal of increasing the lease-up rate. Executive Director, Tom Guerino, will be reaching out to the Landlords' Business Association and the Chamber of Commerce to try and secure additional units for voucher holders.

**Monthly Financials for February 2021:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the February monthly financials.

21-25 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 a write-off in the amount of \$592.00.

21-26 Voted 5 in favor; 0 opposed  
No discussion

**Payment Summary for February 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of February 2021.

21-27 Voted 5 in favor; 0 opposed  
Discussion: The question was raised asking if the Payment Summary required a Board Vote. Director of Finance, Jodi Clough, stated that she would look at the Accounts Payable Policy.

**Bank Signatory Authorization:** Commissioner Mason motioned and Commissioner Leonard seconded a motion to approve the authorization of Commissioner John Mackin and Executive Director, Tom Guerino, as signatories on the Greenfield Housing Authority bank accounts.

21-28 Voted 5 in favor; 0 opposed  
No discussion

**Human Resources Services (HRS) Proposal:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to retain the services of HRS, Inc. for the purpose of Performance Evaluation Training. The contract amount is \$7,500.

21-29 Voted 5 in favor; 0 opposed

**Formal Recognition of Elm Terrace Tenants Association:** Commissioner Parks motioned and Commissioner Leonard seconded a motion to formally recognize the Elm Terrace Tenants Association. All documents will be forwarded to DHCD to be entered into their system of LTO's (Local Tenant Organization).

21-30 Voted 5 in favor; 0 opposed  
No discussion

**Maintenance Staff Hazard Duty Compensation:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the payment of \$750 per person for the maintenance staff for the work they performed during the COVID-19 pandemic.

21-31 Voted 5 in favor; 0 opposed  
No discussion

**Board Recognition of Outstanding Supervisor Work Accomplishments during COVID-19 & Non-COVID Exemplary Work:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve a one-time payment of \$7,500 to Director of Leased Housing, Ann Borkowski.

21-32 Voted 5 in favor; 0 opposed

Discussion: Executive Director, Tom Guerino, presented the many projects that Ann had undertaken and the extra hours she has had to put in above and beyond her standard work week.

## 2. Reports and Updates

**Capital Improvement Plan Projects:** Tom and Andi were pleased to report that DHCD has stepped up and that GHA now has two individuals who are working on the Sidewalk Replacement project and the underground cracked pipe.

**Mini Split Project:** Andi Guy reported that 88 of the 108 units had been completed to date. The project should be wrapped up by mid-April. The feedback from the Elm Terrace residents has been very positive.

**Tree Committee Plan:** The Greenfield Tree Committee, with assistance from GHA maintenance and Elm Terrace resident volunteers have scheduled a tree planting day on Saturday, May 1<sup>st</sup>. A list of the 25 proposed trees and a map were presented to the Board for approval. Commissioner Mason motioned and Commissioner Parks seconded a motion to approve the Elm Terrace Tree Planting proposal.

21-33 Voted 5 in favor; 0 opposed

Discussion: There was a discussion centered around an existing tree that a resident does not want to see removed. This particular tree is not a part of the 5/1/21 Tree Planting.

**Tenant Concerns:** No items were brought before the Board.

3. **ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:50 p.m.

Respectfully Submitted,

*Thomas M. Guerino*

Thomas M. Guerino,  
Executive Director