

GHA Board of Commissioners

Regular Meeting

May 18, 2018 at 1:00 PM

Greenfield Housing Authority – 1 Elm Terrace – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, May 18, 2018 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

1. CALL TO ORDER

Commissioner Mason called the meeting to order at 1:07 p.m.

Commissioners Present: Trish Leonard, William Mason, Robert Hawkins, Rich Fahey

Commissioners Absent: Randi Parks

Staff Present: Jodi Clough, Andi Guy, Dan Finn,

Others Present: None

2. ACTIONS

Minutes: Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to accept the minutes of the April 27, 2018 Regular meeting.

18-22 Voted 3 in favor; 0 opposed

Executive Director's Report: Commissioner Leonard motioned and Commissioner Fahey seconded a motion to accept the Executive Director's Report for the month of April 2018.

18-23 Voted 4 in favor; 0 opposed

Monthly Financials: Commissioner Fahey motioned and Commissioner Leonard seconded a motion to approve the April 2018 financial statements.

18-24 Voted 4 in favor; 0 opposed

Contract Approval for DHCD Project #113069 – Oak Courts Roofs – Buildings 16 & 18:

Commissioner Hawkins motioned and Commissioner Leonard seconded a motion to award the DHCD Project #113069 to Larochelle Construction, Inc. as the lowest responsive and responsible bidder in the amount of \$29,900. The contract is awarded only on the contingency that DHCD approves the Contractor.

18-25 Voted 4 in favor; 0 opposed

3. **OTHER BUSINESS**

Payment Summary for April 2018

Provided for information.

4. **OLD BUSINESS**

PILOT (Payment in Lieu of Taxes) PROGRAM: GHA will follow the DHCD Guidelines for PILOT, which will result in a nominal increase of approximately \$600 per year. There was some confusion at the Town Hall when the most recent payment was sent and the check was returned to GHA. Emails were exchanged and both parties are on the same page. No further action should be required.

5. **NEW BUSINESS**

Grace Hill Online Training: Finance Director, Jodi Clough, informed the Board that GHA had signed a one-year contract with Grace Hill for an online training program. There are hundreds of topics available. Some trainings will be mandatory for all staff and others will be mandatory for specific departments.

Western Mass Regional Attorney: Dan Finn stated that there will finally be a DHCD Regional Attorney for the Western Mass area. All the other regions in the state have had access to this service and finally it will be available for Western Mass sometime within the next few months.

6. **EXECUTIVE SESSION-Approval of Minutes and Personnel Matter**

Commissioner Mason stated the purpose to enter into Executive Session and stated that the meeting would reconvene in Open Session. Commissioner Fahey motioned and Commissioner Hawkins seconded a motion for a roll call vote to enter into Executive Session at 1:38 p.m.

Voted in favor: Commissioners Hawkins, Fahey, Leonard and Mason.

Opposed: None

Commissioner Fahey motioned and Commissioner Leonard motioned to reconvene in Open Session at 2:03 p.m.

Voted in favor: Commissioners Hawkins, Fahey, Leonard and Mason.

Opposed: None

7. **ADJOURNMENT:** Commissioner Hawkins motioned and Commissioner Fahey seconded a motion to adjourn the meeting at 2:03 p.m.

The next Regular meeting of the GHA Board of Commissioners is scheduled for June 22, 2018 at 1:00 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio