

**GHA Board of Commissioners**  
**Regular Meeting**  
**May 24, 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, May 24, 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 (4:36)

Commissioners Absent: William Mason

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

Others Present: Deb Wilson, Robert Williford, Kennedy Strakose-Hagen

**1. ACTIONS**

**Minutes of the 5-3-22 Regular Board Meeting:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the minutes of the May 3, 2022, Regular Board meeting.

22-35 Voted 3 in favor; 0 opposed (Commissioner Leonard was not present at time of vote)  
No discussion.

**Monthly Financials-April 2022:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the financial statements for April 2022.

22-36 Voted 4 in favor; 0 opposed  
No discussion.

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

22-37 Voted 4 in favor; 0 opposed  
Discussion: Commissioners noted that the maintenance turnover time is much improved.

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

22-38 Voted 4 in favor; 0 opposed  
Discussion: Finance Director, Jodi Clough, provided information on some of the larger items such as the new maintenance truck, Workers Compensation, and the purchase of new combo smoke/CO<sub>2</sub> detectors.

**Contract Award for Project #113098- Elm Terrace Sidewalks:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to award the #113098-Elm Terrace Sidewalk Project to Campora Construction Company, Inc. in the amount of \$362,350. This \$362,350 includes the base bid of \$217,000, alternate 1 in the amount of \$66,800 and alternate 2 in the amount of \$78,550.

22-39 Voted 4 in favor; 0 opposed

Discussion: The Commissioners noted that this was a very good low bid. Andi Guy mentioned that this company had done the sidewalks at Sullivan Lane and Conway/ Wells and did a great job.

**Change Order #1 for DHCD Project #113088 – Elm Terrace Bath Exhaust:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve Change Order #1 in the amount of \$5,539.88.

22-40 Voted 4 in favor; 0 opposed

Discussion: Change Order #1 consists of a credit for the use of the existing housing for the fan and an increase for additional electrical work at the switch. This project has been drawn out for some time due to COVID and a backorder for the product.

**Grievance Procedure:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Grievance Procedure which replaces the Grievance Policy which was approved in Draft form in October 2020.

22-41 Voted 4 in favor; 0 opposed

Discussion: Executive Director, Tom Guerino, explained that the prior draft version called for numerous panels to be available for hearings. This procedure utilizes a single Hearing Officer.

### **Expansion of GHA's Geographical Area for Housing Choice Vouchers**

Executive Director, Tom Guerino, stated that this topic was just in the exploratory phase and was a result of the difficulty of leasing up tenants. Currently, local preference is limited to those who work or reside in Greenfield. HRA has recently expended its local preference base to include Greenfield. GHA would need to meet with local officials and others to see if this is a viable process.

## **2. Reports and Updates**

### **Maintenance Director's Report**

Maintenance Director, Mark Courtemanche, stated that things seemed to be going well and the new maintenance hire is working out well. He also stated that he has been in touch with the Trial Court Community Service program and will start to work with this group 1-2 days a week on some projects.

### **Tenant Concerns:**

Randi Parks reported that she has been in touch with the Greenfield Tree Committee about the replacement of a few trees that have not survived.

3. **ADJOURNMENT**: Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:08 pm. The next GHA meeting is tentatively scheduled for June 28, 2022.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom Guerino', with a long horizontal line extending to the right.

Thomas M. Guerino,  
Executive Director