

**GHA Board of Commissioners  
Regular Meeting  
May 25, 2021, at 4:30 PM**

Greenfield Housing Authority – Oak Courts Community Building – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, May 25, 2021, at the Oak Courts Community Center, Greenfield.

**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

Commissioners Absent: William Mason

Staff Present: Thomas Guerino, Andi Guy, Jodi Clough, Ann Borkowski, Emma Connelly

Others Present: None

**1. ACTIONS**

**Minutes of the 3-30-21 Regular Board Meeting:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the March 30, 2021 Regular Board meeting.

21-34 Voted 4 in favor; 0 opposed  
No discussion.

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

21-35 Voted 4 in favor; 0 opposed  
Discussion: The number of current vacant units was discussed and the CHAMP process was explained so that the Commissioners could get a sense of the lengthy process to lease someone up.

**Monthly/Year End Financials for March 2021:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the March year end financials.

21-36 Voted 4 in favor; 0 opposed  
No discussion.

**Certification of the Top 5 Compensated:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the certification of the Top 5 Compensated for FY21.

21-37 Voted 4 in favor; 0 opposed

No discussion.

**Certification of Compliance for Lead Paint Laws:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to certify GHA's Compliance with Notification Procedures for Federal and State Lead Paint Laws for FY21.

21-38 Voted 4 in favor; 0 opposed  
No discussion.

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

21-39 Voted 4 in favor; 0 opposed  
Discussion: The question of the payment for reimbursement for Mainstream Vouchers was raised. It was explained that these vouchers have been difficult for GHA and other agencies to lease up.

**Change Order #1 – DHCD Project 113101 – COVID Adaption Meeting Room:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve Change Order #1 to Cornerstone Building Services for a credit of \$2145.

21-40 Voted 4 in favor; 0 opposed  
No discussion.

**Certificate of Substantial Completion – DHCD Project 113101 – COVID Adaptation Meeting Room:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Certificate of Substantial Completion with the date of Substantial Completion as May 6, 2021.

21-41 Voted 4 in favor; 0 opposed  
No discussion.

**Certificate of Final Completion – DHCD Project 113101 – COVID Adaptation Meeting Room:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to approve the Certificate of Final Completion of Project #113101 to Cornerstone Building Services. The adjusted contract sum after the Change Order is \$37,955. A final payment of \$2,423.10 is due and payable to Cornerstone Building Services.

21-42 Voted 4 in favor; 0 opposed  
No discussion.

**Adoption of Income Limits – State-Aided Housing:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to adopt the revised Income Limits for admission to State-Aided public housing issued by the Department in Public Housing Notice 2021-06.

21-43 Voted 4 in favor; 0 opposed

No discussion.

**Adoption of Income Limits – Federal Housing:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the HUD Income Limits for Federal FY-2021. These limits are used to determine eligibility for the GHA's Section 8 Program and are based on an adjusted calculation of approximately 50% of the Median Family Income for Franklin County.

21-44 Voted 4 in favor; 0 opposed  
No discussion.

**Request to Amend Admin Plan and Authorize Extension of Certain Regulator Waivers through June 30, 2021:** Commissioner Leonard motioned and Commissioner Mackin seconded a motion to authorize extension of certain waivers through June 30, 2021. In May of 2020, the Board authorized the Executive Director to implement approximately 20 waivers granted by HUD in response to the COVID-19 emergency. Additional PIH notices have extended the expiration dates of the waivers. PIH notice 2020-33 allows for the extension of the waivers through 6/30/2021.

21-45 Voted 4 in favor; 0 opposed  
Discussion: Director of Leased Housing, Ann Borkowski, explained in detail the timeline of the notices and extensions as well as giving examples of the waivers.

**Certification of FY2021 SEMAP Submission:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the Certification of the FY2021 SEMAP Submission. Adopting Resolution 21-46 for the submission of the required documentation for Fiscal Year 2021, the GHA Board certifies that there is no evidence to indicate seriously deficient performances by the GHA which would cast doubt on its capacity to operate the program and certifies that it operates its programs in compliance with Federal Law and Regulations.

21-46 Voted 4 in favor; 0 opposed  
Discussion: Executive Director Guerino explained that the Board would vote again to affirm this resolution at its next meeting due to a glitch in the posting of the agenda.

**Formal Adoption of Juneteenth as a GHA Holiday:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to adopt Juneteenth as a formal paid holiday and incorporate the holiday, Juneteenth, into the GHA Personnel Policy.

21-47 Voted 4 in favor; 0 opposed  
No discussion.

**COVID-19 Vaccine Requirement:** Commissioner Mackin motioned and Commissioner Leonard seconded a motion to require that all employees of the Greenfield Housing Authority be vaccinated as a condition of continued employment at the Greenfield Housing Authority. The only exception to this condition is a documented qualified health issue that would prohibit such a

vaccine. The Board issued the date of 6/21/2021 as the date when this requirement becomes effective.

21-48 Voted 4 in favor; 0 opposed

Discussion: The effective date was discussed and the 6/21/21 date was agreed upon.

### **Possible Expansion of Local Preference of the Section 8 Program to Include Franklin County**

Director of Leased Housing, Ann Borkowski, explained that in our current Admin Plan, GHA gives a local preference to applicants that live or work in Greenfield. In the past, HRA excluded the Greenfield resident/workplace employee from their local preference. That has since changed which prompts the question of whether GHA should expand its local preference to include Franklin County. This process to make such a change would take some time and would need approval via public hearings and local officials. This topic was for discussion only.

## **2. Reports and Updates**

### **Capital Improvement Plan Projects**

- Elm Terrace Cracked Pipe - The first proposal for A/E services was rejected by DHCD. DHCD has sent the work order/scope of services to another A/E.
- Elm Terrace Sidewalk Replacement – GHA requested that DHCD offer the work order/scope of services to an A/E that is very interested in doing this project. DHCD honored GHA's request and put this into play.

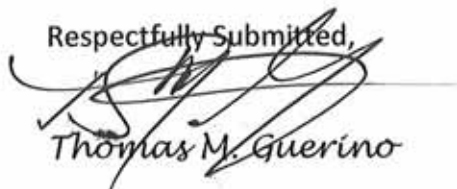
**Tenant Concerns:** No items were brought before the Board.

3. **Executive Session:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to enter into Executive Session at 6:01 pm. Roll Call Vote is as follows: Commissioners Hawkins, Leonard, Mackin and Parks voted in favor; 4-0.

Commissioner Leonard motioned and Commissioner Mackin seconded a motion to exit Executive Session at 7:18 pm. Roll Call Vote is as follows: Commissioners Hawkins, Leonard, Mackin and Parks voted in favor; 4-0.

4. **ADJOURNMENT:** Commissioner Parks motioned and Commissioner Mackin seconded a motion to adjourn the meeting at 7:19 p.m.

Respectfully Submitted,



Thomas M. Guerino,  
Executive Director