

**GHA Board of Commissioners
Regular Meeting**

May 3, 2022, at 4:00 PM

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, May 3, 2022, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:00 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard, William Mason (4:05 pm),
John Mackin (4:20 pm)

Commissioners Absent: None

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

Others Present: Gary DePace (GHA FEE Accountant), Deb Wilson, Jennifer Hoffman

1. ACTIONS

Minutes of the 3-29-22 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the minutes of the March 29, 2022, Regular Board meeting.

22-26 Voted 3 in favor; 0 opposed (Commissioners Mason/Mackin were not present at time of vote)
No discussion.

Certification of Year-End Financials: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve and certify the FY22 Year End Financials presented by FEE Accountant, Gary DePace.

22-27 Voted 4 in favor; 0 opposed (Commissioner Mackin not present at time of vote)
Discussion: Overall in very good shape, rents were up and there was built-in savings in the 4110.

Certification of Top-5 Compensated: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve and certify the Top-5 Compensated Greenfield Housing Authority Employees.

22-28 Voted 4 in favor; 0 opposed (Commissioner Mackin not present at time of vote)
No discussion.

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws:

Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve and certify the compliance with notification procedures for the Federal and State Lead Paint Laws.

22-29 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 the write-offs in the amount of \$2,033.

22-30 Voted 5 in favor; 0 opposed
No discussion

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

22-31 Voted 5 in favor; 0 opposed
Discussion: The length of time it takes to lease up a unit was discussed. Maintenance is getting the units turned over in a timely manner, however, it is the CHAMP lease-up process that causes the lengthy lease-up time.

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

22-32 Voted 5 in favor; 0 opposed
No discussion

HUD – Housing Choice Voucher – Income Limits: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the new Housing Choice Voucher income limits effective for May 1, 2022.

22-33 Voted 5 in favor; 0 opposed
No discussion

HUD – Massachusetts Rental Voucher Program – Income Limits: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the new Massachusetts Rental Voucher Program income limits.

22-34 Voted 5 in favor; 0 opposed

2. Reports and Updates

Maintenance Director's Report - Maintenance Director, Mark Courtemanche, stated that things seemed to be going well and the maintenance crew was working well and is now in the process of working with the new maintenance staff member to bring him up to speed.

Conway Street Front Porch – Mark Courtemanche stated that he is in the process of obtaining quotes for the replacement work.

Capital Plan Project Updates

- ET Bath Exhaust Project is back on track as the Contractor finally received the product. It is expected that this will happen in the few weeks after the mock-up has been reviewed.
- ET Sidewalk Project is currently out to bid with a May 11, 2022, due date for the bids

Tenant Concerns:

- The Elm Terrace Tenants Association (ETTA) shared a letter that they had sent to the Greenfield Department of Public Works regarding the condition of the Columbus Ave sidewalk and asking for the hazardous conditions to be rectified.
- A development-wide meeting for residents interested in a composting program will be happening later in the month of May.

3. **ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 4:52 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director