

**GHA Board of Commissioners**

**Regular Meeting**

**May 8, 2020 at 1:15 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 Friday, May 8, 2020 via Zoom Remote, Greenfield.

**CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 1:22 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard

Commissioners Absent: William Mason

Staff Present: Hank Abrashkin, Jon Hite, Andi Guy, Jodi Clough, Ann Borkowski, Gary Nault, Kate Mitchell

Others Present: Gary DePace (FEE Accountant)

**1. ACTIONS**

**Minutes:** Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the minutes of the April 3, 2020 Special Board meeting.

20-32 Voted 3 in favor; 0 opposed

No discussion.

**Monthly Staff Report:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly Staff Report for March 2020.

20-33 Voted 3 in favor; 0 opposed

No discussion.

**Monthly/Quarterly Financials:** Commissioner Parks motioned and Commissioner Leonard seconded a motion to approve the monthly staff report for March 2020.

20-34 Voted 3 in favor; 0 opposed

FEE Accountant, Gary DePace, reported that GHA had underspent in all programs. Operating Reserves have increased.

**Certification for Top 5 Highest Paid Employees:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the certification of the top five (5) highest paid staff members.

20-35 Voted 3 in favor; 0 opposed

No discussion.

**FY 21 Budget – Tabled from 3/20/20:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the FY21 Greenfield Housing Authority Operating Budget.

20-36 Voted 3 in favor; 0 opposed

**Tenant Account Receivables (TAR) Write-Offs:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to TABLE the TAR write-offs.

20-37 Voted 2 in favor; 0 opposed

**Abrashkin Contract:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to extend the existing temporary agreement between the Greenfield Housing Authority and William H. Abrashkin, dated April 3, 2020, to continue his service with the Greenfield Housing Authority and shall constitute the Interim Executive Director at-will agreement referred to in the last paragraph of the temporary agreement.

20-38 Voted 2 in favor; 0 opposed

No discussion.

**Western Mass Regional Legal Services Program Agreement:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the Participation Agreement for the Legal Services Program for State-Aided Housing Programs.

20-39 Voted 2 in favor; 0 opposed

Greenfield Housing Authority will retain Attorney John T. Liebel. Greenfield Housing has been working with Attorney Liebel for many years.

**Amendment to Administrative Plan – Temporary Waivers Due to COVID Emergency:**

Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the Amendment to the Administrative Plan – Temporary Waivers Due to COVID19 Emergency. Greenfield Housing adopted approximately 20 of the waivers presented in PIH Notice 2020-05.

20-40 Voted 2 in favor; 0 opposed

All waivers have an expiration date on or before 12/31/20.

**Change Order #1 for DHCD Project # 113076, Sidewalk Replacement:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve Change Order #1 for the DHCD Project #113076, Sidewalk Replacement, in the amount of \$55,595 to Campora Construction Company, Inc.

20-41 Voted 2 in favor; 0 opposed

A no cost time extension of 134 days was added. The majority of the additional work was due to a drainage issue at Sullivan Lane.

**Greenfield Housing Authority Debit Card:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to authorize the bank to remove Daniel Finn and add Robert Hawkins as the Greenfield Housing Authority person associated to the Card.

20-42 Voted 2 in favor; 0 opposed

The Greenfield Housing Authority debit card has no bearing on the credit worthiness of Robert Hawkins.

**Greenfield Housing Authority Board Meeting Day and Time:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the day and time of the GHA Board meetings to the 4<sup>th</sup> Tuesday of the month at 4:30 p.m. effective for the next Board meeting.

20-43 Voted 2 in favor; 0 opposed

No discussion.

**2. OLD BUSINESS**

**3. NEW BUSINESS**

**Office Protocol – Masks and Gloves:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to approve the guidelines for staff working in the office while the Governor’s COVID-19 Emergency Order No.31 is in place. Masks and gloves must be worn at all times in any common area of the office. A staff member may choose not to wear a mask or gloves when in their own office space as long as the door remains closed.

20-44 Voted 2 in favor; 0 opposed

No discussion.

**4. OTHER BUSINESS**

**March 2020 Payment Summary** – Provided for information.

**Employers Association of New England (EANE) Membership** – Greenfield Housing Authority has purchased a one-year membership. This organization provides workforce training and HR resources.

**5. ADJOURNMENT:** Commissioner Parks motioned and Commissioner Hawkins seconded a motion to adjourn the meeting at 3:29 p.m.

The next Regular meeting of the GHA Board of Commissioners is tentatively scheduled for Tuesday, May 26, 2020 at 4:30 p.m. via a Zoom meeting.

Respectfully Submitted,

William H. Abrashkin,  
Executive Director