

**GHA Board of Commissioners
Regular Meeting
November 28, 2023, 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, November 28, 2023, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:32 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Trish Leonard, John Mackin

Commissioners Absent: William Mason

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

Others Present: Mayor-Elect Ginny Desorgher, Pamela Goodwin, Stephanie Duclos

1. ACTIONS

Minutes of the 10-24-23 Regular Board Meeting: Commissioner Mackin motioned and Commissioner Parks seconded a motion to approve the minutes of the October 24, 2023, Regular Board meeting.

23-83 Voted 4 in favor; 0 opposed.
No discussion.

Monthly Financials-October 2023: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the financial statements for the month of October 2023.

23-84 Voted 4 in favor; 0 opposed.
Discussion: Director of Finance, Jodi Clough, pointed out that the line item for Maintenance Contract Costs is slightly over budget at the 7-month mark but that it should settle out over the remainder of the year.

Payment Summary for October 2023: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Payment Summary for the month of October 2023.

23-85 Voted 4 in favor; 0 opposed.
Discussion: Jodi Clough, Finance Director, pointed out the numerous payments that were made to provide lunches to the Sheriff's Department work crew. The work crew provided many hours of service and saved the agency thousands of dollars.

Monthly Staff Report for October 2023: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Monthly Staff Report for October 2023.

23-86 Voted 4 in favor; 0 opposed.
No discussion.

Accounts Payable Policy/Debit Card Policy: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the updated changes to the Accounts Payable Policy and the Debit Card Policy.

23-87 Voted 4 in favor; 0 opposed.

Discussion: With the increase in the cost of supplies and services, there is a need to increase the parameters of which dollar thresholds require purchase orders and authorized signatures.

Notice of Funding Availability (NOFA) – Resident Services Coordinator (RSC): Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the Request to Increased Funding for Resident Services Program.

23-88 Voted 4 in favor; 0 opposed.

Discussion: If approved, the NOFA will fund an additional \$10k/year for the next 5 years.

Participation Agreement – Legal Services for State-Aided Housing Programs: Commissioner Parks motioned and Commissioner Leonard seconded a motion to authorize the Greenfield Housing Authority to participate in the Regional Legal Services program and comply with all requirements of the program.

23-89 Voted 4 in favor; 0 opposed.

Discussion: EOHLC has granted a \$7500 budget exemption for legal services.

Memorandum of Understanding (MOU) – Greenfield Housing Authority and GCET: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the MOU between the GHA and GCET.

23-90 Voted 4 in favor; 0 opposed.

Discussion: The GHA Board had previously authorized Executive Director, Tom Guerino, to draft an MOU and the Board approved it at the 11-28-23 Board meeting.

Maintenance Department – Clothing Allowance Increase: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve an increase in the per-person clothing allowance from \$334 to \$450.

23-91 Voted 4 in favor; 0 opposed.

No discussion.

Executive Director – Monthly Vehicle Stipend Increase: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to increase the Executive Director's monthly vehicle stipend from \$250/month to \$500/month effective 1-1-2024.

23-92 Voted 4 in favor; 0 opposed.

No discussion.

Maintenance Vehicle – On-Call & Storm Use of Vehicle – Non-business hours: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to Table the discussion regarding a change in policy to allow the on-call maintenance staff person to take the vehicle home during the on-call week.

23-93 Voted 4 in favor; 0 opposed.

Discussion: The Commissioners wanted to hold off on a vote and will seek further guidance and information.

2. New Business

3. Reports and Updates

FY25 Annual Plan Public Hearing – Andi Guy informed the Board that the Annual Plan Public Hearing is scheduled for Wednesday, December 20th at 3:00 pm. The Hearing will be held via a Zoom platform. Commissioners are expected to attend as a quorum needs to be present. The LTO (Local Tenant Organization) will have the Annual Plan presentation on Wednesday, December 6th at 3:00 pm as well.

Secretary Augustus of the Executive Office of Housing and Livable Communities- Visit
Executive Director, Tom Guerino, informed the Board that the visit from Secretary Augustus went very well.

Elm Terrace Tenants Association (ETTA) Election Results -The results of the recent Elm Terrace Tenants Association will be effective January 1, 2024. The President is Luci Adams and the Vice-President is Barbara Wait. The offices of the Secretary and Treasurer were not filled.

4. Tenant Concerns:

Randi Parks reported that there were no items to report that needed to be brought to the Board.

5. **ADJOURNMENT:** Commissioner Mackin motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:43 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director