

GHA Board of Commissioners

Regular Meeting

October 25, 2019 at 1:15 PM

Greenfield Housing Authority – Elm Terrace Conference Room – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Friday, October 25, 2019 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

1. **CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 1:15 p.m.

Commissioners Present: Robert Hawkins, Randi Parks, Jean Wall and Trish Leonard

Commissioners Absent: William Mason

Staff Present: Dan Finn, Jodi Clough, Andi Guy, Ann Borkowski

Others Present: Gary DePace, FEE Accountant

2. **ACTIONS**

Minutes: Commissioner Wall motioned and Commissioner Parks seconded a motion to approve the minutes of the September 20, 2019 Regular Board meeting.

19-50 Voted 4 in favor; 0 opposed

Executive Director's Report: Commissioner Leonard motioned and Commissioner Wall seconded a motion to accept the Executive Director's Report for the month of September 2019.

19-51 Voted 4 in favor; 0 opposed

Monthly/Quarterly Financials: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the Monthly/Quarterly financial statements for September 2019.

19-52 Voted 4 in favor; 0 opposed

Executive Director Contract: Commissioner Leonard motioned and Commissioner Wall seconded a motion to approve the offer to employ Daniel Finn as an employee-at-will for the period 4/1/20 to 4/23/20.

19-53 Voted 4 in favor; 0 opposed

3. **NEW BUSINESS**

Executive Director Search Committee: Commissioner Wall motioned and Commissioner Parks seconded a motion to approve the Board to form a Search Committee to fill the Executive Director position in April 2020.

19-54 Voted 4 in favor; 0 opposed

4. **OTHER BUSINESS**

Payment Summaries for September 2019

Provided for information.

Maintenance Vehicles: Commissioner Wall motioned and Commissioner Parks seconded a motion to adhere to the DHCD Budget Guidelines for the maintenance vehicles.

19-55 Voted 4 in favor; 0 opposed

Smoking Policy

Commissioner Parks initiated a brief discussion regarding the GHA Smoking Policy and had letters of concern from other tenants about the second hand smoke. The Commissioners discussed the pros and cons of a property wide smoking ban versus implementing a 25-foot ban from any building. GHA staff will reach out to DHCD for any new documents.

5. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 2:30 p.m.

The next Regular meeting of the GHA Board of Commissioners for the month of October has tentatively been scheduled for November 22, 2019 at 1:15 pm at Elm Terrace Conference Room. A Special Board meeting for the Executive Director search will be held on Monday, November 4, 2019 at 9:30 am.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio