

GHA Board of Commissioners
Regular Meeting
September 20, 2019 at 1:30 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, September 20, 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 1:30 p.m.

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

Commissioners Absent: None

Staff Present: Dan Finn, Jodi Clough and Andi Guy

Others Present: None

2. ACTIONS

Minutes: Commissioner Wall motioned and Commissioner Mason seconded a motion to approve the minutes of the August 9, 2019 Regular Board meeting.

19-39 Voted 4 in favor; 0 opposed

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

19-40 Voted 5 in favor; 0 opposed

Monthly Financials: Commissioner Leonard motioned and Commissioner Wall seconded a motion to approve the Monthly financial statements for August 2019.

19-41 Voted 5 in favor; 0 opposed

Tenant Account Receivable Write-Offs: Commissioner Leonard motioned and Commissioner Wall seconded a motion to approve the 2nd quarter write-offs in the amount of \$3,228.81.

19-42 Voted 5 in favor; 0 opposed

Certificate of Substantial Completion – DHCD Project #113089 – Oak Court Roof Replacement: Commissioner Leonard motioned and Commissioner Mason seconded a

motion to accept the Certificate of Substantial Completion for project #113089. The date of substantial completion is 8/9/2019.

19-43 Voted 5 in favor; 0 opposed

Certificate of Final Completion – DHCD Project #113089 – Oak Court Roof

Replacement: Commissioner Mason motioned and Commissioner Leonard seconded a motion to accept the Certificate of Final Completion submitted by Larochelle Construction, Inc. The contract price is \$48,100 and the remaining retainage payout is \$2,405.

19-44 Voted 5 in favor; 0 opposed

Certificate of Substantial Completion for DHCD Project #113071 – Morgan Allen

Paving: Commissioner Mason motioned and Commissioner Wall seconded a motion to accept the Certificate of Substantial Completion for project #113071. The date of substantial completion is 9/6/2019.

19-45 Voted 5 in favor; 0 opposed

Certificate of Final Completion for DHCD Project #113071- Morgan Allen Paving:

Commissioner Parks motioned and Commissioner Mason seconded a motion to accept the Certificate of Final Completion submitted by Clayton D. Davenport Trucking, Inc. for project #113071. The total contract price with two (2) change orders is \$141,285 and the remaining retainage payout is \$7,064.

19-46 Voted 5 in favor; 0 opposed

Contract Award for DHCD Project #113090 – Elm Terrace Roof Replacement:

Commissioner Leonard motioned and Commissioner Mason seconded a motion to award DHCD Project #113090 to Dicky Matos Roofing in the amount of \$29,500, contingent upon DHDC approval.

19-47 Voted 5 in favor; 0 opposed

Resident Services Coordinator Grant Application: Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the submission of the application to DHCD for Resident Services Coordinator funding.

19-48 Voted 5 in favor; 0 opposed

DHCD Project #113076 – Walkway Replacement at 705 Developments: Commissioner Leonard motioned and Commissioner Parks seconded a motion to award the #113076 Walkway Replacement Project to the lowest responsive and responsible bidder, contingent upon DHCD approval after the 10/3/2019 bid opening.

19-49 Voted 5 in favor; 0 opposed

3. **NEW BUSINESS**

4. **OTHER BUSINESS**

Payment Summaries for August 2019

Provided for information.

Smoking Policy

Commissioner Parks initiated a brief discussion regarding the GHA Smoking Policy. All Commissioners were in agreement that it would be helpful if DHCD were to set a policy similar to what HUD did a couple of years ago.

Landlord Complaint

Commissioner Mason asked Executive Director, Dan Finn, to follow up with a complaint and set up a meeting with said landlord.

Executive Director Status

Executive Director, Dan Finn, had previously informed the Board that he would be retiring at the end of his current contract, which is 3/31/2019. The Commissioners asked Dan to put this officially in writing.

Maintenance Vehicles

The Commissioners were given the DHCD Budget Guidelines which clarified the question of whether or not the maintenance staff could take their vehicle home when on call.

5. **ADJOURNMENT**: Commissioner Mason motioned and Commissioner Parks seconded a motion to adjourn the meeting at 2:38 p.m.

The next Regular meeting of the GHA Board of Commissioners for the month of October has tentatively been scheduled for October 25, 2019 at 1:15 pm at Elm Terrace Conference Room.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio