

GHA Board of Commissioners
Regular Meeting
September 26, 2023, at 4:45 PM
Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, September 26, 2023, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Hawkins called the meeting to order at 4:45 p.m.

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

Commissioners Absent: None

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

Others Present: None

1. ACTIONS

Minutes of the 7-25-23 Regular Board Meeting: Commissioner Leonard motioned and Commissioner Mackin seconded a motion to approve the minutes of the July 25, 2023, Regular Board meeting.

23-67 Voted 5 in favor; 0 opposed.
No discussion.

Monthly Financials-July 2023: Commissioner Parks motioned and Commissioner Mason seconded a motion to approve the financial statements for the month of July 2023.

23-68 Voted 5 in favor; 0 opposed.
No discussion.

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

23-69 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 tenant write-offs in the amount of \$5,081.33. This amount represents unpaid rent and additional charges. The account has been sent to collections.

23-70 Voted 5 in favor; 0 opposed.
No discussion

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

23-71 Voted 5 in favor; 0 opposed.
No discussion.

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

23-72 Voted 5 in favor; 0 opposed.
No discussion.

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

23-73 Voted 5 in favor; 0 opposed.
Discussion: The question was raised regarding the staffing of the Maintenance Department and Maintenance Director, Mark Courtemanche, reported that the department was still operating with only 3 staff members. He added that they were doing a fantastic job despite being down 1 staff person.

Housing Choice Voucher Utility Charts Adoption: Commissioner Leonard motioned and Commissioner Parks seconded a motion to adopt the most recent utility analysis provided by the Northeastern Utility Consultants, LLC. The Utility Charts for the Housing Choice Voucher Program will be effective for December 1, 2023.

23-74 Voted 5 in favor; 0 opposed.
No discussion

Housing Choice Voucher Payment Standards Adoption: Commissioner Leonard motioned and Commissioner Mason seconded a motion to adopt the Housing Choice Voucher payment standards at 110% of the Fair Market Rent. The Housing Choice Voucher Payment Standards will be effective December 1, 2023.

23-75 Voted 5 in favor; 0 opposed.
No discussion

Change Order #2- EOHLC Project #113098 – ET Sidewalk Replacement.: Commissioner Leonard motioned and Commissioner Parks seconded a motion to accept Change Order #2 for the Elm Terrace Sidewalk Project in the amount of \$16,752.30. The Change Order represents the additional work for the bench pads and the bicycle rack pad.

23-76 Voted 5 in favor; 0 opposed.

Discussion: The project is not complete due to the work to resolve the drainage issues. GHA is working with EOHLIC and the Architect to get approval to do the work by a different contractor, given the price GHA was quoted to complete the drainage work. GHA is waiting for guidance from EOHLIC.

2. **New Business**

3. **Reports and Updates**

EOHLIC Compliance Reserve Award for Reasonable Accommodation Request – GHA requested funding for a reasonable accommodation request to install a handicap ramp at one of the 705 properties. GHA was awarded \$10,925 to install the ramp.

Section 8 Management Assessment Program (SEMAP) Appeal Approval – GHA successfully submitted its appeal to its FY23 SEMAP score and as a result is designated as a **High Performer**. Kudos to Director of Leased Housing, Ann Borkowski, for her efforts to make this happen.

4. **Tenant Concerns:**

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

5. **ADJOURNMENT:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to adjourn the meeting at 5:25 pm.

Respectfully Submitted,



Thomas M. Guerino,
Executive Director