

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
January 14, 2015
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:10 PM
 - .. Members Present: Brooks Lyman, Chairman
Deirdre Slavin-Mitchell, Vice Chairman
Daniel Emerson, Secretary/Asst. Treasurer
Katharyn Dawson, Member
 - .. Members Absent: Ellen Todd, Treasurer
 - .. Others Present: Lisa Larrabee, Executive Director
Karen O'Leary

2. PUBLIC COMMENT:
 - .. KAREN O'LEARY FROM FENTON, EWALD & ASSOC.: Ms. O'Leary presented the Board with our Fiscal Year Ending 6/30/15 Budget. She explained to the Board the reason that the budget was created late is because DHCD was late in getting out the budget guidelines. Ms. O'Leary explained that our budget this year is pretty much the same as last year. Ms. O'Leary answered all questions that were asked of her about the budget. A motion was made by Daniel Emerson and seconded by Katharyn Dawson to approve the budget ending 6/30/15. All Members present voted AYE.

3. CHECK REGISTER:
 - .. DECEMBER 2014: A motion was made by Daniel Emerson and seconded by Katharyn Dawson to approve the December 2014 check register for our consolidated programs. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. DECEMBER 2014 DHCD CONSOLIDATED PROGRAMS: A motion was made by Daniel Emerson and seconded by Katharyn Dawson to approve the December 2014 financial statements for our DHCD Consolidated Programs. All Members present voted AYE.
 - .. DECEMBER 2014 SANDY POND ROAD: A motion was made by Deirdre Slavin-Mitchell and seconded by Daniel Emerson to approve the December 2014 financial statements for our Sandy Pond Road Program. All Members present voted AYE.
 - .. DECEMBER 2014 STILL MEADOW: A motion was made by Katharyn Dawson and seconded by Deirdre Slavin-Mitchell to approve the December 2014 financial statements for our Still Meadow Program. All members present voted AYE.

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
January 14, 2015
7:00 PM

5. APPROVAL OF MINUTES:

.. DECEMBER 10, 2014 REGULAR MEETING: A motion was made by Deirdre Slavin-Mitchell and seconded by Katharyn Dawson to approve the minutes from our December 10, 2014 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD: NOTHING DISCUSSED AT THIS MEETING.

7. OLD BUSINESS:

.. TENANT APPRECIATION LUNCH: The Executive Director told the Board that the Tenant Appreciation Lunch went well. She told them we had about half the tenants attend the meeting with even one of those tenants being from Sandy Pond Road. She told them that our new Fire Chief, Steele McCurdy joined us at the luncheon and he talked to the tenants about fire safety and answered their questions. She told the Board that she felt a good time was had by all who attended.

8. NEW BUSINESS:

.. CHAMBER ADVISORY GROUP: The Executive Director spoke to the Board about the Chambers Advisory Group who has approached us about lowering our telecommunications bills. They feel that they can lower our bills by at least 50% for a onetime fee of \$400.00. She told the Board that although this looks like a great deal and they are listed on the state's approved vendors list, she had come into some information about another company that the Westford Housing Authority is using called Intellibeam whom she would like to check out before they make a decision on Chambers Advisory Group. She told them the only reason it was placed on the agenda for this month is because she did meet with them and they asked that I speak to the Board about what they have proposed. The Board agreed to table this subject until more research can be done on Intellibeam.

.. 960 LOWELL ROAD RE-SALE: The Executive Director told the Board that the re-sale of 960 Lowell Road has been completed. The closing on this loan took place in December 2014. She presented the Board with an invoice for her services in the amount of \$2,000.00 which will be paid out of the resale fee. A motion was made by Daniel Emerson and seconded by Katharyn Dawson to approve the invoice for the Executive Directors fee on the re-sale of 960 Lowell Road in the amount of \$2,000.00. All Members present voted AYE.

9. OTHER BUSINESS:

.. CHANGE ORDER #2 FOR PAVING PROJECT: The Executive Director told the Board that the engineer on this project submitted a change order for our benefit to cover the costs of the gas line break by Dayco Construction. The Groton Housing Authority had \$968.36 in associated out of pockets for this gas line break which we should be reimbursed for from Dayco Construction. A motion was made by Katharyn Dawson and seconded by Deirdre Slavin-

Minutes of a Regular Meeting

Groton Housing Authority

Board of Commissioners

January 14, 2015

7:00 PM

Page Three

Mitchell to approve Change Order #2 for the paving project (FISH NO: 114014). All Members present voted AYE.

**At 8:55 PM a motion was made by Daniel Emerson and seconded by Katharyn Dawson to adjourn the meeting. All members present voted AYE. The next regularly scheduled meeting will be held on February 11, 2015, 7:00 PM at 19 Lowell Road, Groton, MA.