

GROTON HOUSING AUTHORITY
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Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
March 11, 2015
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:20 PM
 - .. Members Present: Brooks Lyman, Chairman
Deirdre Slavin-Mitchell, Vice Chairman
Daniel Emerson, Secretary/Asst. Treasurer
Ellen Todd, Treasurer
 - .. Members Absent: Katharyn Dawson, Member
 - .. Others Present: Lisa Larrabee, Executive Director

2. PUBLIC COMMENT: None

3. CHECK REGISTER:
 - .. FEBRUARY 2015: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the February 2015 check register for our consolidated programs. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. JANUARY & FEBRUARY 2015 DHCD CONSOLIDATED: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the January & February 2015 operating statements for our DHCD Consolidated Programs. All Members present voted AYE.
 - .. JANUARY & FEBRUARY 2015 SANDY POND ROAD: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the January & February 2015 operating statements for our Sandy Pond Road Program. All Members present voted AYE.
 - .. JANUARY & FEBRUARY 2015 STILL MEADOW: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the January & February 2015 operating statements for our Still Meadow Program. All Members present voted AYE.

5. APPROVAL OF MINUTES:
 - .. FEBRUARY 11, 2015 REGULAR MEETING: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the minutes from our February 11, 2015 regular meeting. All Members present voted AYE.

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

7. OLD BUSINESS:

.. CHAMBERS ADVISORY GROUP: The Executive Director told the Board that she had the opportunity to meet with another company called Intellibeam to discuss our telecommunications needs. She told the Board that she would like to go with this company because not only will they lower our telephone bill to almost nothing, they can also develop our web site and keep it current. They can also update our computer and provide the level of security for it that DHCD is requiring we have. Another service they can help us with when the time comes is to update our security camera system. She also told the Board that Intellibeam comes highly recommended by other Housing Authorities.

.. SNOW REMOVAL PROCEDURES SO FAR THIS SEASON: The Executive Director told the Board that our snow removal contractor continues to do a great job this year. She told them that DHCD is talking about giving us snow initiative similar to last season and she will update them at the next meeting if more information comes in about that. She also told the Board that she had areas of the 19 Lowell Road building shoveled off due to cracks and the age of the roof. She said that DHCD is also talking about giving LHA's a subsidy for any roof shoveling as well. She said she thinks everything will be finalized by our next meeting and she will update them then.

8. NEW BUSINESS:

.. REVIEW AND APPROVE ACCOUNTING SERVICES CONTRACT: The Executive Director presented the Board with the contract for accounting services with Fenton, Ewald & Associates through June 2015. The reason this contract is so late in getting to us is because of the delay at DHCD in developing budget guidelines. A motion was made by Deirdre Slavin-Mitchell and seconded by Ellen Todd to approve the accounting contract with Fenton, Ewald and Associates through June 2015. All Members present voted AYE.

9. OTHER BUSINESS:

.. CLERICAL ERROR ON PARKING LOT RESURFACE PROJECT: The Executive Director told the Board that DHCD made a \$1,000.00 clerical error on the Certificate for Payment for the Parking Lot Resurface Job. Although DHCD did not say this needed to be approved and voted on she felt it should be. A motion was made by Daniel Emerson and seconded by Ellen Todd to accept the change on the \$1,000.00 clerical error in the vendor's favor for the parking lot resurface project. All Members present voted AYE.

.. DIVISION OF CAPITAL ASSET MANAGEMENT: The Executive Director told the Board that the vendor who rehabbed the two fire units has made an application to the state to become an approved vendor. She felt we should support the vendor because they did do a great job. She filled out the application from DCAM and signed it but it also needed another

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signature. Brooks Lyman, Chairman signed the application. The Executive Director said she would fax it back to DCAM.

**At 8:45 PM a motion was made by Deirdre Slavin-Mitchell and seconded by Ellen Todd to adjourn the meeting. All members present voted AYE. The next regularly scheduled meeting will be held on April 8, 2015, 7:00 PM at 19 Lowell Road, Groton, MA.