

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
May 13, 2015  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:20 PM.
  - .. MEMBERS PRESENT: Brooks Lyman, Chairman  
Daniel Emerson, Secretary/Asst. Treasurer  
Ellen Todd, Treasurer
  - .. MEMBERS ABSENT: Katharyn Dawson, Member  
Deirdre Slavin-Mitchell, Vice Chairman
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
2. PUBLIC COMMENT: None
3. CHECK REGISTER:
  - .. APRIL 2015: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the April 2015 check register for our consolidated programs. All Members present voted AYE.
4. FINANCIAL STATEMENTS:
  - .. 3<sup>RD</sup> QUARTER DHCD OPERATING STATEMENTS: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the 3<sup>rd</sup> Quarter DHCD Operating Statements. All Members present voted AYE.
  - .. APRIL 2015 DHCD CONSOLIDATED: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the April 2015 DHCD consolidated financial statements. All Members present voted AYE.
  - .. APRIL 2015 SANDY POND ROAD: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the April 2015 Sandy Pond Road financial statements. All Members present voted AYE.
  - .. APRIL 2015 STILL MEADOW: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the April 2015 Still Meadow financial statements. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. APRIL 8, 2015 REGULAR MEETING: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the minutes from our April 8, 2015 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD:

.. DISCUSS UPCOMING VACANCIES: The Executive Director told the Board that we have one definite vacancy coming up for June 1, 2015. She told the Board that the unit is in good shape so she anticipates it to be a fast turnover so we should be able to rent it for July 1, 2015. She also told the Board that there is a tentative vacancy coming up from a tenant who is in the process of looking for a home to buy. She told the Board that if and when it happens she again anticipates it to be a quick turnover since the unit is in good shape. The Executive Director also told the Board that she has a wait list she will work through to fill the vacancies but also thought she should put an advertisement in the local papers to build up our wait list. The Board agreed that she should do this.

.. MASS HOUSING PARTNERSHIP INSPECTION: The Executive Director told the Board that she has an inspection with our mortgage holder Mass Housing Partnership on April 29, 2015. She told the Board that the inspector was pleased with the results of the inspection and how well the property looks. She also told the Board that the inspector said they would like us to utilize our replacement reserve account to help our budget so she is in the process of seeing what she can submit to Mass Housing for reimbursement at this time.

.. SANDY POND ROAD MANAGEMENT FEE: The Executive Director told the Board that our accountant wanted to know if they want to accrue, take or forgive the management fee that is owed to the Groton Housing Authority for this program. She told the Board that she feels that we should accrue it for a while longer rather than forgiving it and that the program cannot afford to pay it to the GHA at this time. The Board agreed that we should continue to accrue the management fee.

7. OLD BUSINESS:

.. INTELLIBEAM'S SCHEDULE TO INSTALL WEBSITE AND NEW COMPUTER: The Executive Director told the Board that Intellibeam has installed our new computer and security software as mandated by DHCD. She also told the Board that they are working on the web site design and she will inform them when that is ready. She also told the Board

that the next step we should be thinking about is upgrading our security cameras and asked the Board to keep that in mind for a future date. She also mentioned that we should get a quote from Intellibeam on security camera upgrades and add it to our capital plan.

8. NEW BUSINESS:

.. STILL MEADOW MANAGEMENT FEE: The Executive Director told the Board that we have accrued \$13,000.00 in management fees for this program. She asked the Board if they wanted to have that transferred to the Willowdale Account. A motion was made by Ellen Todd and seconded by Daniel Emerson to transfer \$13,000.00 from Still Meadow to Willowdale. All Members present voted AYE.

.. MIDDLESEX RETIRMENT AUDIT: The Executive Director presented the Board with a copy of a letter that she received from Middlesex Retirement that talks about an audit that they are required to have and how that might affect the GHA. Basically what might happen is that the auditors may have to come out to internally audit our practices for withdrawal from paychecks and payment to Middlesex Retirement. She told the Board if that does happen she will be with the auditor and does not expect there to be any problems.

.. FEMA DISASTER ACT FOR JANUARY 2015 BLIZZARD: The Executive Director told the Board that President Obama declared the Blizzard in January 2015 and the subsequent storms after it as a disaster. As a state nonprofit agency we are able to take advantage of getting reimbursed for our costs associated with that Blizzard within a 48 hour period. She told the Board that she went to FEMA Headquarters in Framingham for a meeting on how to proceed with the process and has submitted the application for the GHA. She told the Board that she would keep them informed of her progress on this.

.. DHCD'S PILOT PROGRAM FOR A CENTRALIZED WAIT LIST FOR STATE AIDED PUBLIC HOUSING: The Executive Director told the Board that DHCD is ready to test their pilot program for the centralized wait list. She informed the Board that she sent DHCD the necessary information on the GHA's wait list. She also told the Board that we are not one of the testers so we will continue business as usual here.

.. VACATED TENANT BALANCE: The Executive Director told the Board that our accountant wanted to know if they would like to excuse the balance on rent owed by a vacated tenant. The Executive Director strongly urged the Board not to excuse it since this balance is due to unreported income. She told the Board that she continues to work with this vacated tenant and gets payments on occasion. A motion was made by

Ellen Todd and seconded by Daniel Emerson to not forgive the vacated balance and to continue to try and collect on this balance. All Members present voted AYE.

.. APPROVAL OF LOST FUNDS FOR EXECUTIVE DIRECTOR'S CAR ACCIDENT ON GROTON HOUSING AUTHORITY TIME: The Executive Director told the Board that she had a car accident on April 23, 2015 while conducting GHA business. She explained that she called our insurance company to see if her expenses were covered under our plan and was informed they were not. She told the Board she also called DHCD to see if they had coverage for employees who need to use their own vehicles for company business and was told they do not have such coverage. She was told by Stephanie Giancolla of DHCD that she should tally up her expenses and see if the Board would reimburse her since there are contingencies in our budget for things like that. She also told the Board that she was told that we should develop some kind of policy to address such an issues if it happens again. The Executive Director told the Board that she incurred \$1,040.08 in out of pocket expenses from the accident and was asking for reimbursement. A motion was made by Ellen Todd and seconded by Daniel Emerson to reimburse the Executive Director her out of pocket expenses in the amount of \$1,040.08. All Members present voted AYE.

9. OTHER BUSINESS: Ellen Todd told her fellow Board Members that she expects to win the upcoming election to retain her seat on the GHA Board of Commissioners. She did tell the Board that this will most likely be her last term with the GHA since she and her husband are planning to retire to the Cape in about five years.

\*\*AT 9:14 PM A MOTION WAS MADE BY ELLEN TODD AND SECONDED BY DANIEL EMERSON TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON JUNE 10, 2015, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.