

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
August 12, 2015
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:02 PM.
 - .. MEMBERS PRESENT: Brooks Lyman, Chairman
Daniel Emerson, Secretary/Asst. Treasurer
Ellen Todd, Treasurer
Deirdre Slavin-Mitchell, Vice Chairman
Leslie Colt
 - .. MEMBERS ABSENT: None
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director,

2. PUBLIC COMMENT: None at this meeting.

3. CHECK REGISTER:
 - .. JULY 2015: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the July 2015 check register for our consolidated programs. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. QUARTERLY OPERATING STATEMENT ENDING 6/30/15: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the year end quarterly statements for our consolidated programs ending 6/30/15. All Members present voted AYE.
 - .. JUNE & JULY 2015 DHCD CONSOLIDATED: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the June and July 2015 DHCD Consolidated statements. All Members present voted AYE.
 - .. JUNE & JULY 2015 SANDY POND ROAD: A motion was made by Deirdre Slavin-Mitchell and seconded by Ellen Todd to approve the June & July Sandy Pond Road statements on the condition that the July statements are consistent with contract costs as they were for the yearend on Turnover Costs as they are provided to MHP. All Members present voted AYE.

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.. JUNE & JULY 2015 STILL MEADOW: The Board was unable to approve these statements because of questions related to the condo fee. The Board wants to know from the accountant if the condo fee for the 4th quarter should have an expense and an accrual, confirm that the \$2250.00 that was paid year ending 6/30/14 actually contains a payment for of fiscal year 15 condo fees since we only show 3 payments made in FY 15. Also the payment made in July is that applied to FY 15 or FY 16. The Executive Director will contact the accountant and get the answers to these questions.

5. APPROVAL OF MINUTES:

.. JULY 8, 2015 REGULAR MEETING: A motion was made by Deirdre Slavin-Mitchell and seconded by Daniel Emerson to approve the minutes from our July 8, 2015 regular meeting. All Members present voted AYE.

.. JOINT MEETING WITH GROTON BOARD OF SELECTMEN ON 8/3/15: A motion was made by Deirdre Slavin-Mitchell and seconded by Ellen Todd to approve the minutes from their joint meeting with the BOS on 8/3/15. All Members present voted AYE.

6. SANDY POND ROAD:

.. UPDATE ON VACANCY: The Executive Director told the Board that 38A has been rented as of 8/1/15.

.. RENT INCREASE: The Executive Director explained to the Board that MHP is asking us to increase rents for this program based on our credit rating with them. Since our expenses have increased our credit rating has gone down. The Board discussed possibly increase amounts and decided that they would increase rents by \$20.00 per month beginning lease renewals after January 1, 2016. That would make the rent for the 60% unit increase from \$980.00 to \$1,000.00 and the 50% unit from \$805.00 to \$825.00. The Board asked the Executive Director to write a letter to the tenants at Sandy Pond Road to alert them to the increase and the reason for the increase. A motion was made by Daniel Emerson and seconded by Deirdre Slavin-Mitchell to approve the \$20.00 rent increase to both income levels for the Sandy Pond Road Affordable Rent Program. All Members present voted AYE.

7. OLD BUSINESS: Nothing discussed at this meeting.

8. NEW BUSINESS:

.. FISCAL YEAR 2016 BUDGET GUIDELINES: The Executive Director gave each Board Member a copy of the FY 16 budget guidelines for them to read. She told the Board she is working on the budget with the accountant.

.. DISCUSS APPROVED CAPITAL PLAN: The Executive Director told the Board that DHCD has approved our capital plan with a couple of exceptions. One was for the bench and the other was for the stoves in 2 of the family units. She told the Board that because both of these were under \$1,000.00 DHCD did not consider them to be capital projects. She told the Board that she is going to add both of these items to the budget.

.. DISCUSS AND APPROVE NEW BOARD MEMBER POSITIONS: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the following Board Member positions:

CHAIRMAN = DEIRENDR SLAVIN-MITCHELL

VICE CHAIRMAN = ELLEN TODD

TREASURER = DANIEL EMERSON

ASSISTANT TREASURER = LESLIE COLT

SECRETARY = BROOKS LYMAN

.. DISCUSS AND APPROVE DANIEL EMERSON TO REMAIN AS OUR COMMUNITY PRESERVATION COMMITTEE LIAISON: The Board determined that they would like Daniel Emerson to remain as our CPC liaison. A motion was made by Ellen Todd and seconded by Deirdre Slavin-Mitchell to keep Daniel Emerson as our CPC Liaison. All Members present voted AYE.

.. DISCUSS AND APPROVE THE SCHEDULE OF POSITIONS AND SALARIES: The Executive Director told the Board that since it was yearend we needed to submit a signed schedule of positions and salaries paid out year ending 6/30/15. A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the schedule of positions and salaries which showed that the Executive Director made \$27,887.16 and the administrative assistant made \$1,598.24 year ending 6/30/15. All Members present voted AYE.

.. DISCUSS AND APPROVE THE NEW SALARY SCHEDULE FOR THE EXECUTIVE DIRECTOR: The Executive Director talked to the Board about the new salary schedule for executive

director that DHCD has developed. She asked the Board to consider giving her the highest increase in salary since she meets or exceeds all the requirements for it. A motion was made by Deirdre Slavin-Mitchell and seconded by Ellen Todd to approve the new salary schedule for the Executive Director at the highest rate. All Members present voted AYE.

.. DISCUSSION ON OPEN MEETING LAWS: Ellen Todd spoke to her fellow Board Members about the open meeting law and how it relates to email. She was concerned that we may at some point cross over the line with email correspondence and end up violating the open meeting law without meaning to do so. Ms. Todd said that we need to be sure not to discuss any situation where a decision needs to be made even if it is a decision that does not require a Board vote. She did mention that we can talk about things via email to ask questions or to state a fact.

9. OTHER BUSINESS AS NEEDED:

.. BANK SIGNATURE CARDS: Since we had a Board Member resign and a new Board Member appointed, the Executive Director had Enterprise Bank make up new signature cards for check signing. All cards were signed by all Board Members and the Executive Director at this meeting. The Executive Director said she would deliver the signed bank signature cards to Enterprise Bank.

**AT 9:12 PM A MOTION WAS MADE BY DANIEL EMERSON AND SECONDED BY DEIRDE SLAVIN-MITCHELL TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON SEPTEMBER 9, 2015, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.