

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
November 10, 2015
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:00 PM.
 - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman
Ellen Todd, Vice-Chairman
Leslie Colt, Asst. Treasurer
Brooks Lyman, Secretary
 - .. MEMBERS ABSENT: Daniel Emerson, Treasurer
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
Fran Stanley, Town of Groton Housing Coordinator
Bob Degroot, Community Preservation Representative

2. PUBLIC COMMENT:
 - .. FRAN STANLEY SPEAKS ABOUT BOYTON MEADOWS: Ms. Stanley spoke to the Board about the unsold, one bedroom, and affordable unit at Boyton Meadows. She mentioned that Josh Degan of the Housing Trust was to meet with Mount Laurel Development concerning this unit. The idea that the Housing Trust is thinking about involves the Groton Housing Authority purchasing this unit and using it as an affordable rental. Ms. Stanley said that it could be rented to someone who has an income of up to 80% of the area median income for around \$1,000.00 per month for rent. She feels the Groton Housing Authority would be able to find renters for this unit if we did buy it. If the Housing Trust can work a deal with the developer they will then come to us to see if this is something we can afford to do. The Board told Ms. Stanley that it sounds like a good idea, but we would need help with a significant down payment on the property as well as startup costs. Ms. Stanley said that it could be possible to obtain that help from the Housing Trust. Ellen Todd said that she will work with Lisa Larrabee in order to determine what the maximum allowable rent would be and what expenses would be associated with the acquisition of this property.

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
November 10, 2015
7:00 PM
Page Two

.. BOB DeGROOT SPEAKS ABOUT COMMUNITY PRESERVATION FUNDS USE: Mr. DeGroot spoke to the Board about him being a conduit between the CPC and the Housing Authority on how best to use some of the CPA money in the housing bucket. He said it would be beneficial for us to work together in order to put that money to good use in the town. He mentioned that the CPC is not opposed to acquiring new affordable properties. He thought it would be a good idea to set aside some time for both the Groton Housing Authority and the Community Preservation Committee to brainstorm on this subject. Brooks Lyman asked about the possibility of using CPA Funds to acquire Boyton Meadows. Mr. DeGroot thought it probably would not get approved due to the fact that money given to acquire this property would not add a new unit to the subsidized housing inventory. Mr. Lyman also asked if it were possible to get some money to fix our sewerage pumps. Mr. DeGroot said that we would need to have our application in by Friday, November 6, 2015. The Executive Director said it would not be possible to have a good proposal into the CPC by then as the CPC requires good back up and a good presentation. Mr. DeGroot confirmed this to be true. Ellen Todd suggested that we plan to submit an application for the next round of funding.

3. CHECK REGISTER:

.. OCTOBER 2015: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the October 2015 check register. All Members present voted AYE.

4. FINANCIAL STATEMENTS:

.. 1ST QUARTER OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the 1st Quarter Operating Statements for our DHCD Consolidated Programs. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. OCTOBER 14, 2015 REGULAR MEETING: A motion was made by Brooks Lyman and seconded by Leslie Colt to approve the minutes from our October 14, 2015 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD:

.. VACANCY IN UNIT 34A: The Executive Director told the Board that this unit will be ready for rent on December 1, 2015. She also told the Board she has someone processed and ready to sign a lease.

.. BROOKS LYMAN SPEAKS ON PRESERVING THIS PROGRAM: Mr. Lyman spoke to his fellow Board Members about approaching the Community Preservation Committee for

Minutes of a Regular Meeting

Groton Housing Authority

Board of Commissioners

November 10, 2015

7:00 PM

Page Three

funds to preserve this program. The other members mentioned that we should come up with some capital repairs and approach the CPC with that. The Executive Director said that although Mr. Lyman's idea is good, we should exhaust our efforts with DHCD in getting more HOME Funds or allowing us to refinance. She told the Board that she is working with DHCD by providing them with information that they have requested.

7. OLD BUSINESS:

.. REVIEW AND APPROVE A CREDIT CARD POLICY FOR THE GROTON HOUSING AUTHORITY: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the credit card policy as read by each Board Member. All Members present voted AYE.

8. NEW BUSINESS:

.. BROOKFIELD COMMONS FURNACE REPLACEMENT: The Executive Director told the Board that the Trustees of Brookfield Commons sent out a proposal from Lamco Systems on the cost of replacing furnaces at Brookfield Commons. The Trustees were able to get a better deal on the cost of replacing furnaces if a group went in on the cost. Mr. Lyman stated that the efficiency of the furnace being provided was not that good. A motion was made by Ellen Todd and seconded by Leslie Colt to not go in with the other unit owners to replace furnaces with Lamco Systems. All Members present voted AYE.

.. EXECUTIVE DIRECTOR'S WAGES FOR CARPET REPLACEMENT JOB: The Executive Director asked the Board to approve extra wages for her in regards to the carpet replacement in the office and conference room. She explained that she worked two weekends for a total of 10 hours to unload the office and then put it all back together to have this job done. She is requesting \$311.10 which is her hourly wage times 10 hours. A motion was made by Ellen Todd and seconded by Brooks Lyman to approve these extra wages to the Executive Director which will be paid out of the Capital Funding Budget for this project. All Members present voted AYE.

****AT 8:26 PM A MOTION WAS MADE BY LESLIE COLT AND SECONDED BY ELLEN TODD TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON DECEMBER 9, 2015, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.**