

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
December 9, 2015  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:10 PM.
  - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman  
Ellen Todd, Vice-Chairman  
Leslie Colt, Asst. Treasurer  
Daniel Emerson, Treasurer
  - .. MEMBERS ABSENT: Brooks Lyman, Secretary
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
2. PUBLIC COMMENT: None at this meeting.
3. CHECK REGISTER:
  - .. NOVEMBER 2015: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the December 2015 check register. All Members present voted AYE.
4. FINANCIAL STATEMENTS:
  - .. OCTOBER & NOVEMBER 2015 DHCD CONSOLIDATED OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the October & November 2015 Operating Statements for our DHCD Consolidated Programs. All Members present voted AYE.
  - .. OCTOBER & NOVEMBER 2015 SANDY POND ROAD OPERATING STATEMENTS: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the October & November 2015 Sandy Pond Road Operating Statements. All Members present voted AYE.
  - .. OCTOBER & NOVEMBER 2015 STILL MEADOW OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the October & November 2015 Still Meadow Operating Statements. All Members present voted AYE.

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5. APPROVAL OF MINUTES:

.. NOVEMBER 10, 2015 REGULAR MEETING: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the minutes from our November 10, 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 was rented.

.. \$1,000.00 BALANCE FOR VACATED TENANT: The Executive Director asked the Board if they would consider forgiving the \$1,000.00 balance owed to Sandy Pond Road by a vacated tenant. She explained that this tenant has paid off more than half of what she owed to the program but at this time is having some very tough financial issues due to a life threatening illness. A motion was made by Ellen Todd and seconded by Leslie Colt to forgive and write off this \$1,000.00 balance owed by a vacated tenant. All Members present voted AYE.

7. OLD BUSINESS: Nothing to discuss at this meeting.

8. NEW BUSINESS:

.. MIDDLESEX RETIREMENT BOARD VOTE: The Executive Director told the Board that Middlesex Retirement was having a vote to replace an outgoing Board Member. One of the candidates has been soliciting us for his vote, most specific to Daniel Emerson since he is the Treasurer. The Board felt they could not agree to have Daniel Emerson vote for this candidate since he did not contact us early enough to clearly know his agenda for the Board Position at Middlesex Retirement.

.. FORMULA FUNDING AWARD FOR FISCAL YEAR 2018: The Executive Director told the Board that we received a letter from DHCD which has awarded us \$32,023.00 in formula funding money for Fiscal Year 2018.

9. OTHER BUSINESS AS NEEDED:

.. VACATED 705 BALANCE: The Executive Director told the Board that our accountant suggested that we write off the one 705 vacated balance that is owed. She told the Board that she feels strongly this one should not be written off since this balance was due to unreported income and the former tenant is still living in public housing. A

motion was made by Ellen Todd and seconded by Daniel Emerson to not write off this vacated 705 balance. All Members present voted AYE.

**\*\*AT 8:10 PM A MOTION WAS MADE BY ELLEN TODD AND SECONDED BY LESLIE COLT TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JANUARY 13, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.**