

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
January 13, 2016
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:08 PM.
 - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman
Ellen Todd, Vice-Chairman
Leslie Colt, Asst. Treasurer
Daniel Emerson, Treasurer
Brooks Lyman, Secretary
 - .. MEMBERS ABSENT: None
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
Howard Gordon, CPA

2. PUBLIC COMMENT: Howard Gordon of Gordon/Griffin, LLC, CPA attended the meeting on the request of the Executive Director to talk about the accounting services his firm could provide to our housing authority. Mr. Gordon explained that his firm only does Housing Authority work and has been in business for over 30 years. He mentioned that he has taken on a business partner as of 1/1/16 named James Griffin who has worked with him for 8 years. He explained about the need to make the customer feel as if they are number one and the dedication and accurateness his firm demands on all of their accounts. He also explained that if the Groton Housing Authority decides to hire him that it would be best to start with him as of January 2016 accounting term to make for a smooth transition with the books. The Board Members asked Mr. Gordon several questions and after his presentation was over they thanked him for his time. After Mr. Gordon left a motion was made by Ellen Todd and seconded by Brooks Lyman to hire on the firm of Gordon/Griffin as of 1/1/16. All Members present voted AYE. The Executive Director told the Board that she would inform our current firm Fenton, Ewald and Associates of their decision.

3. CHECK REGISTER:
 - .. DECEMBER 2015: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the December 2015 check register. All Members present voted AYE.

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4. FINANCIAL STATEMENTS:

.. DECEMBER 2015 DHCD CONSOLIDATED OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the December 2015 Operating Statements for our DHCD Consolidated Programs. All Members present voted AYE.

.. DECEMBER 2015 SANDY POND ROAD OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the December 2015 Sandy Pond Road Operating Statements. All Members present voted AYE.

.. DECEMBER 2015 STILL MEADOW OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the December 2015 Still Meadow Operating Statements. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. DECEMBER 9, 2015 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Brooks Lyman to approve the minutes from our December 9, 2015 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD: Nothing to discuss at this meeting.

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

8. NEW BUSINESS:

.. MIDDLESEX RETIREMENT INFORMATION SHEET: The Executive Director told the Board that Middlesex Retirement needed our treasurer, Daniel Emerson to fill out an information sheet for them. Mr. Emerson filled out the information sheet and the Executive Director told him that she will mail it to them.

9. OTHER BUSINESS AS NEEDED:

.. LESLIE COLT RE-ELECTION: Mr. Lyman reminded Ms. Colt of what she would need to do in order to serve on the Board after the May Election. The other Board Members also told Ms. Colt how she can go about getting the required amount of signatures that she needs for her re-election papers.

.. INVESTMENT ON STILL MEADOW ACCOUNT: The Board talked about investing some of the money we have in our Still Meadow Account into a higher yield CD account. They want to invest \$10,000.00 in a 6 month CD and asked the Executive Director to start working on this. A motion was made by Ellen Todd and seconded by Daniel Emerson to invest \$10,000.00 in a high yield 6 month CD. All Members present voted AYE.

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