

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
February 10, 2016
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:05 PM.
 - .. MEMBERS PRESENT: Ellen Todd, Vice-Chairman
Leslie Colt, Asst. Treasurer
Daniel Emerson, Treasurer
Brooks Lyman, Secretary
 - .. MEMBERS ABSENT: Deirdre Slavin-Mitchell, Chairman
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director

2. PUBLIC COMMENT: None at this meeting.

3. CHECK REGISTER:
 - .. JANUARY 2016: A motion was made by Leslie Colt and seconded by Brooks Lyman to approve the January 2016 check register. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. 2ND QUARTER OPERATING STATEMENTS: A motion was made by Brooks Lyman and seconded by Daniel Emerson to approve the 2nd Quarter Operating Statements for our DHCD Consolidated Programs. All Members present voted AYE.

5. APPROVAL OF MINUTES:
 - .. JANUARY 13, 2016 REGULAR MEETING: A motion was made by Daniel Emerson and seconded by Brooks Lyman to approve the minutes from our January 13, 2016 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.

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
February 10, 2016
7:00 PM
Page Two

8. NEW BUSINESS:

.. AGREED UPON PROCEDURES AUDIT: The Executive Director went over the audit results with the Board. She told them that the findings we had were as follows: 1. The Board has not reviewed the Executive Director's accrued compensated absences and leave time balances. 2. Audit states that our contract with Appleworks is not compliant with MGL 30B. 3. Auditors feel that the GHA should perform annual rent redeterminations. The Executive Director responded to these findings as follows: 1. The Executive Director will make sure to have the Board approve her compensated absences and leave time balances on an annual basis. 2. The Executive Director feels that Appleworks contract meets or exceeds MGL 30B since Appleworks is being paid in accordance with the maintenance wage rates from the Division of Occupational Safety. Any other maintenance firm we hired would be paid the same as Appleworks. 3. The Executive Director told the Board she will perform annual rent redeterminations or seek a waiver from DHCD should Social Security not see a cost of living increase. The Executive Director told the Board she was pleased with the results of this audit.

9. OTHER BUSINESS AS NEEDED:

.. LESLIE COLT RE-ELECTION: Ms. Colt informed her fellow Board Members that she got her nomination papers and has begun to seek signatures to get on the ballot. All Board Members present signed Ms. Colt's nomination papers.

**AT 7:40 PM A MOTION WAS MADE BY DANIEL EMERSON AND SECONDED BY BROOKS LYMAN TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, MARCH 9, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.