

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
May 11, 2016
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:05 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
James Griffin, CPA
2. PUBLIC COMMENT: James Griffin attended the meeting to work with the Board on how they wanted to see the monthly statements. Mr. Griffin also answered questions that the Board Members had on certain areas of the statements.
3. CHECK REGISTER:
 - .. APRIL 2016: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the April 2016 check register. All Members present voted AYE.
4. FINANCIAL STATEMENTS:
 - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 03/31/2016: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the DHCD Consolidated Operating Statements for period ending 03/31/2016. All Members present voted AYE.
 - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 03/31/2016: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the Sandy Pond Road Operating Statements for period ending 03/31/2016. All Members present voted AYE.
 - .. STILL MEADOW OPERATING STATEMENTS: A motion was made by Ellen Todd and seconded by Daniel Emerson to not approve the Still Meadow Operating Statements for period ending 03/31/2016 until the accountant separates Still Meadow from Willowdale. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. APRIL 13, 2016 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Ellen Todd to approve the minutes from our April 13, 2016 regular meeting. All Members present voted AYE.

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

7. OLD BUSINESS:

.. UPDATE ON THE REPLACEMENT OF THE 667 DOMESTIC HOT WATER TANK: The Executive Director told the Board that this job has been completed and all went well with the job. She told them that in fact we were anticipating the hot water to be off for a full day and a half but the plumbers were able to get the tank in and working by evening of the first day of install. She also told the Board that the plumbing inspector approved the job as well.

.. UPDATE ON THE REPLACEMENT OF THE SEWER CUTTER PUMPS: The Executive Director told the Board that this project has been extended due to confusion with what we actually need in the pit to handle the debris that enters the chamber. She told the Board that DHCD has asked an engineer to take a look at the project and make recommendations. Bidding has been extended until the end of May and the Executive Director is not sure if this project will be cancelled and a new one started or if another addendum to the project will be added. She told the Board she will keep them updated on this.

8. NEW BUSINESS:

.. DISCUSS WAGE MATCH PROGRAM FOR STATE HOUSING TENANTS: The Executive Director told the Board that DHCD is making it mandatory to wage match all tenants in state housing programs to make sure that their income matches what they report to us. Deirdre Slavin-Mitchell signed the letter from DHCD that acknowledges that the Executive Director explained this to the Board Members.

.. APPROVE CERTIFICATION OF COMPLIANCE OF LEAD PAINT LAWS: The Executive Director told the Board that it is the time of year when we have to certify that we have been in compliance with the lead paint laws. Since we do not have any lead paint in any of our buildings the Executive Director had no documentation showing that all laws were followed. All Board Members signed the Lead Paint Certification form.

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9. OTHER BUSINESS AS NEEDED: None at this meeting

**AT 8:11 PM A MOTION WAS MADE BY BROOKS LYMAN AND SECONDED BY ELLEN TODD TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JUNE 8, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.