

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
June 8, 2016  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:20 PM.
  - .. MEMBERS PRESENT: Ellen Todd, Vice-Chairman  
Leslie Colt, Asst. Treasurer  
Daniel Emerson, Treasurer
  - .. MEMBERS ABSENT: Deirdre Slavin-Mitchell, Chairman  
Brooks Lyman, Secretary
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
  
2. PUBLIC COMMENT: NONE
  
3. CHECK REGISTER:
  - .. MAY 2016: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the May 2016 check register. All Members present voted AYE.
  
4. FINANCIAL STATEMENTS:
  - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 04/30/2016: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the DHCD Consolidated Operating Statements for period ending 04/30/2016. All Members present voted AYE.
  - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 04/30/2016: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Sandy Pond Road Operating Statements for period ending 04/30/2016. All Members present voted AYE.
  - .. STILL MEADOW OPERATING STATEMENTS ENDING 03/31/2016: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the Still Meadow Operating Statements for period ending 03/31/2016. All Members present voted AYE.
  - .. STILL MEADOW OPERATING STATEMENTS ENDING 04/30/2016: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the Still Meadow Operating Statements for period ending 04/30/2016. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. MAY 11, 2016 REGULAR MEETING: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the minutes from our May 11, 2016 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD:

.. MASS HOUSING PARTNERSHIP INSPECTION: The Executive Director informed the Board that our annual inspection of the physical property of Sandy Pond Road will be inspected by our Mortgage Holder, Massachusetts Housing Partnership on June 27, 2016.

7. OLD BUSINESS:

.. UPDATE ON THE REPLACEMENT OF THE SEWER CUTTER PUMPS: The Executive Director told the Board that the engineer (Mike Carter) came out and inspected the pump station. She told them that he will prepare a scope of service for us as well as the bid package. Because of this she has had to add money to this project in our Capital Plan and has taken away money from other projects so that we can get this very much needed project completed. She told the Board she will update them with more information at the next meeting.

8. NEW BUSINESS:

.. DISCUSS UPDATED PARKING POLICY NEEDED AT LOWELL ROAD: The Executive Director told the Board that we continue to have problems with parking issues especially on the family parking lot side. Because of those issues the Executive Director read the updated policy that she created. The main change being that if the visitor spots were taken, it is the responsibility of the tenant to tell their guests that they will need to find parking off of Groton Housing Authority Property and continued violation of this policy will subject to lease termination. A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the new parking policy for Lowell Road effective immediately. All Members present voted AYE.

.. DISCUSS FORMULA FUNDING AWARD FOR FISCAL YEAR 2019: The Executive Director told the Board that DHCD has awarded us \$32,023.00 for Fiscal Year 2019 to execute Capital Needs Projects.

.. DISCUSS AND APPROVE OUR CAPITAL PLAN FOR FISCAL YEARS 2016-2019: The Executive Director went over our Capital Plan for Fiscal Years 2016-2019 with the Board. She told the Board that nothing much has changed from previous years other than money has been moved around to allow for projects to get done that have become maintenance issues. A motion was made by Daniel Emerson and seconded by Leslie Colt to approve our Capital Plan for Fiscal Years 2016-2019. All Members present voted AYE.

.. DISCUSS NEW BUDGET CERTIFICATION PROCESS: The Executive Director told the Board that DHCD is now going to allow us to certify our budgets on line rather than by paper. It should help with being able to get our budgets approved faster.

.. DISCUSS EXECUTIVE DIRECTORS VACATION SCHEDULE: The Executive Director told the Board that she plans on taking the week of June 20<sup>th</sup>, 2016 off to use up some of her vacation time.

14. OTHER BUSINESS AS NEEDED: None at this meeting

**\*\*AT 8:20 PM A MOTION WAS MADE BY DANIEL EMERSON AND SECONDED BY LESLIE COLT TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, JULY 13, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.**