

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
September 14, 2016  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:15 PM.
  - .. MEMBERS PRESENT: Ellen Todd, Vice-Chairman  
Leslie Colt, Asst. Treasurer  
Brooks Lyman, Secretary  
Daniel Emerson, Treasurer
  - .. MEMBERS ABSENT: Deirdre Slavin-Mitchell, Chairman
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
2. PUBLIC COMMENT: NONE
3. CHECK REGISTER:
  - .. AUGUST 2016: A motion was made by Brooks Lyman and seconded by Leslie Colt to approve the August 2016 check register. All Members present voted AYE.
4. FINANCIAL STATEMENTS:
  - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 07/31/2016: A motion was made by Daniel Emerson and seconded by Brooks Lyman to approve the DHCD Consolidated Operating Statements for period ending 07/31/2016. All Members present voted AYE.
  - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 07/31/2016: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Sandy Pond Road Operating Statements for period ending 07/31/2016. All Members present voted AYE.

.. STILL MEADOW OPERATING STATEMENTS ENDING 07/31/2016: A motion was made by Brooks Lyman and seconded by Daniel Emerson to approve the Still Meadow Operating Statements for period ending 07/31/2016. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. AUGUST 10, 2016 REGULAR MEETING: A motion was made by Brooks Lyman and seconded by Daniel Emerson to approve the minutes from our August 10, 2016 regular meeting. All Members present voted AYE.

6. SANDY POND ROAD:

.. RENT INCREASE DISCUSSION: The Executive Director informed the Board that Mass Housing Partnership is suggesting we raise rents since we have not done so in a couple of years and our expenses are rising. After much discussion the Board agreed to raise the rent on both the 50% and 60% income households by \$20.00 per month effective their next rent review. The Executive Director told the Board that she now has to submit this request to DHCD for approval before we can implement it.

7. OLD BUSINESS:

.. UPDATE ON THE REPLACEMENT OF THE SEWER CUTTER PUMPS: The Executive Director told the Board that DHCD has approved the plans our engineer developed so the project will be going out to bid.

.. SIGN YEAR END FINANCIAL STATEMENT CERTIFICATION: The Executive Director had the Board sign the FY2016 year-end financial certification because she forgot to have them do that at the previous meeting. She told the Board that she would get in touch with Ms. Slavin-Mitchell to sign the certification as well.

8. NEW BUSINESS:

.. DISCUSS EXECUTIVE DIRECTOR'S VACATION SCHEDULE: The Executive Director told the Board that she plans to take the weeks of October 17 & October 24, 2016 off for her usual fall vacation.

9. OTHER BUSINESS AS NEEDED:

.. REGIONAL CAPITAL ASSISTANCE ADVISORY BOARD NOMINATIONS: The Executive Director explained to the Board that the Regional Capital Assistance Team is looking for Board Member nominations to form an advisory board. Duties would be limited to once a quarter meetings. A motion was made by Daniel Emerson and seconded by Leslie Colt to nominate Brooks Lyman for this position. All Members present voted AYE. The Executive Director told the Board that she will fill out the nomination papers on line as requested by the Regional Capital Assistance Team.

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.. ELEVATOR DISCUSSION: Mr. Emerson spoke to the Board about a request he had from a tenant of the Groton Housing Authority who is also a member of the Community Preservation Committee. The tenant is interested in finding out if we could have an elevator installed in our building. It would help seniors to be able to age in place and not have to wait to make a move to a lower level. Mr. Emerson stated that there is money in the housing bucket via the Community Preservation Act and this type of project should fit the requirements of the Community Preservation Act. The Executive Director told the Board Members that we do have \$10,000.00 in our Capital Plan for elevator feasibility testing. She told the Board that she will start the process with DHCD to see if we can be approved to use this money sooner rather than later.

**\*\*AT 8:37 PM A MOTION WAS MADE BY BROOKS LYMAN AND SECONDED BY DANIEL EMERSON TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON TUESDAY, OCTOBER 11, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.**