

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
October 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
 - .. MEMBERS ABSENT: Brooks Lyman, Secretary
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
James Griffin, CPA
2. PUBLIC COMMENT: Mr. Griffin presented the Board with our budget for the Fiscal Year July 1, 2016 through June 30, 2017. After his presentation the Board Members asked questions about the budget. Once all questions were answered, a motion was made by Daniel Emerson and seconded by Ellen Todd to accept the budget for Fiscal Year July 1, 2017 – June 30, 2017 as presented. All Members present voted AYE.
3. CHECK REGISTER:
 - .. SEPTEMBER 2016: This check register was not able to be approved due to the bank statements not arriving before the meeting. The Board will review this at their next meeting.
4. FINANCIAL STATEMENTS:
 - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 08/31/2016: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the DHCD Consolidated Operating Statements for period ending 08/31/2016. All Members present voted AYE.
 - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 08/31/2016: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the Sandy Pond Road Operating Statements for period ending 08/31/2016. All Members present voted AYE.

.. STILL MEADOW OPERATING STATEMENTS ENDING 08/31/2016: A motion was made by Leslie Colt and seconded by Ellen Todd to approve the Still Meadow Operating Statements for period ending 08/31/2016. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. SEPTEMBER 14, 2016 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the minutes from our September 14, 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 SEWER CUTTER PUMPS: The Executive Director told the Board that the project is currently out to bid.

.. UPDATE ON ELEVATOR FEASIBILITY TESTING: The Executive Director told the Board that she has contacted an engineering firm recommended by DHCD to give us a price quote on having an elevator feasibility test done. She is now in the process of waiting for a proposal from them.

.. UPDATE ON RCAT ADVISORY BOARD: The Executive Director told the Board that she nominated Brooks Lyman as was voted on at the last meeting.

8. NEW BUSINESS:

.. SIGN SCHEDULES OF POSITIONS AND SALARY FORM: The Executive Director told the Board that it was the time of year to sign this form for DHCD. All Members present signed the form.

9. OTHER BUSINESS AS NEEDED: None at this meeting.

**AT 8:25 PM A MOTION WAS MADE BY ELLEN TODD AND SECONDED BY LESLIE COLT TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, NOVEMBER 9, 2016, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.