

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
January 11, 2017
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:00 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

2. PUBLIC COMMENT: None at this meeting

3. CHECK REGISTER:
 - .. DECEMBER 2016: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the check register for our DHCD Consolidated Programs for December 2016. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 11/30/2016: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the DHCD Consolidated Operating Statements for period ending 11/30/2016. All Members present voted AYE.
 - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 11/30/2016: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the Sandy Pond Road Operating Statements for period ending 11/30/2016. All Members present voted AYE.

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.. STILL MEADOW OPERATING STATEMENTS ENDING 11/30/2016: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the Still Meadow Operating Statements for period ending 11/30/2016. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. DECEMBER 14, 2016 REGULAR MEETING: A motion was made by Brooks Lyman and seconded by Leslie Colt to approve the minutes from our December 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 we are still waiting for a signed contract from the low bid winner. Once we have that then we can have the kick off meeting and begin the project.

.. UPDATE ON ELEVATOR FEASIBILITY TESTING: The Executive Director told the Board that she had the kick off meeting with the architect and he is confident that we can have an elevator. He estimates the cost to be between \$450,000 and \$550,000. She also told the Board that the architect suggests trying to go for CPA funds under an emergency application because we have more than a quarter of our tenants needing an elevator. She also told the Board that she will be writing to DHCD asking for emergency funds for the same reason. She hopes that between the two agencies, we can come up with the money to have an elevator installed.

.. UPDATE ON BEREAVEMENT POLICY: The Executive Director told the Board that she contacted DHCD to see what their policy is on bereavement but has not heard back from them. She told the Board that she thinks our current policy is a good one and we should just leave it as is.

8. NEW BUSINESS:

.. HANDOUT REVISED EXECUTIVE DIRECTOR CONTRACT INFORMATION: The Executive Director explained to the Board that DHCD has handed out a new contract for employment between Executive Directors and their housing authority. She handed all Members a package of information and asked them to take some time to read it so that when she is ready to give them hers for approval they will have better understanding of the new contract. Each Member got an informational package and will take a few weeks to review it.

.. DISCUSSION ON POWER OUTAGES AND OUR RESPONSIBILITY: Some questions were asked when the housing authority had a power outage that lasted about 7 hours. A call was made to Daniel Emerson regarding the tenants concern that there was no heat or emergency lighting. The tenant also mentioned that she was not able to get in touch with the Executive Director. The Board wanted to know what our responsibilities were in such an event. The Executive Director told the Board that she was in contact with the Police Department through the whole outage. She also told the Board that the tenant never called her. She only received calls from both the Police and Fire Departments as well as the maintenance man. She told the Board that she checked with DHCD to see if we had any responsibility to furnish the tenants with heat and lights during a power outage. The answer was that we do not have any control over the power company and how long it takes them to fix an outage. The Executive Director also told the Board that if it were to be a very extensive outage, the town always sets up warm shelters that the tenants can go to or they can go to a family members home. The Board asked the Executive Director to make up an information sheet to give to the tenants so that they will know what to do in the case of a power outage or other event that is out of our control. The Executive Director also told the Board that our emergency lights are working correctly and in fact just the previous month we did extensive work on them. She explained that the lights are not meant to stay on forever. They stay on to help people safely evacuate the building but only work for up to 60 minutes.

OTHER BUSINESS AS NEEDED:

.. LESLIE COLT TO RUN FOR OFFICE: The Executive Director told Leslie Colt that she got an email from the town clerk letting her know that Leslie needs to pull nomination papers to get on the ballot for spring election. Ms. Colt said she also received the same email and will take care of it.

.. RCAT ADVISORY BOARD: The Executive Director told the Board that Brooks Lyman was elected to the Regional Capital Assistance Team Board.

****AT 8:05 PM A MOTION WAS MADE BY LESLIE COLT AND SECONDED BY ELLEN TODD TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, FEBRUARY 8, 2017, 7:00 PM AT 19 LOWELL ROAD, GROTON, MA.**