

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
August 9, 2017  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:04 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
2. PUBLIC COMMENT: NONE AT THIS MEETING
3. CHECK REGISTER:
  - .. JULY 2017: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the check register for July 2017. All Members present voted AYE.
4. FINANCIAL STATEMENTS:
  - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 6/30/2017: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the DHCD Consolidated Operating Statements for period ending 6/30/2017. All Members present voted AYE.
  - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 6/30/2017: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the Sandy Pond Road Operating Statements for period ending 6/30/2017. All Members present voted AYE.

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.. STILL MEADOW OPERATING STATEMENTS ENDING 6/30/2017: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the Still Meadow Operating Statements for period ending 6/30/2017. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. JULY 12, 2017 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Ellen Todd to approve the minutes from our July 12, 2017 regular meeting. All Members present voted AYE.

6. NEW BUSINESS:

.. 19 LOWELL ROAD ROOF PROJECT: The Executive Director told the Board that DHCD has approved the work order specifications that the architect presented to them. She told them this means that bidding on the project will be starting soon.

7. OLD BUSINESS:

.. UPDATE ON PROPOSED FRIENDLY 40B ON TOWNSEND ROAD: 1. Ellen Todd spoke to her fellow Board Members on the meeting she attended with the Housing Partnership and the Developer. She said the Developer has been spoken of highly. One of his recent projects is in Ayer, MA on Easy Street. The affordable units are proposed to be 3-bedroom units and the Developer was not opposed to making one of them handicapped accessible. Construction is to start in Spring 2018. Ms. Todd spoke a bit about financing the unit (s) we would like to buy stating that the Executive Director found out from Mass Housing Partnership that they could not help us since they only finance projects of 5 or more units. She mentioned that Brooks Lyman was concerned that if we asked for CPA funds for the purchase that it would not pass at town meeting as we have learned in the past. Ms. Todd said that the Housing Partnership felt that if we had the support of many of the town groups that it might pass. Daniel Emerson said that the CPC might not be giving out funds due to contributions to the fund falling. Ms. Todd said that we still need to figure out how to finance our purchase. She also said that the Partnership will schedule more joint meetings with the GHA as the project progresses. 2. Ms. Todd also spoke about the Friendly 40B Policy that the Selectmen voted on at their last meeting. She said she attended the meeting and asked that the Selectmen defer their vote until

the GHA has had a chance to look at the policy. Her request was denied so she asked the Selectmen that in the future they keep us in the loop on housing related matters. She said that Josh Degan told the Administrative Assistant to keep us in the loop. Ms. Todd said she would email her fellow Board Members a copy of the policy so that they can discuss it at their next meeting and suggest amendments. 3. The Board also talked about the conflict of interest that arises with this proposed development since it abuts the property of Board Member Brooks Lyman. Since the Executive Director was able to speak with an attorney for the Ethics Commission and was told that Mr. Lyman should not be a part of the discussion nor in the room when the subject is being discussed the remaining Board Members have agreed that Mr. Lyman cannot vote on any issues regarding this proposed project. They also mentioned that if Mr. Lyman wants to speak on this proposed project at various town meetings then he must publicly comment that he is speaking as a private citizen and not as a member of the Groton Housing Authority. A motion was made by Ellen Todd and seconded by Leslie Colt to support the advice of the Ethics Commission Attorney who said that Brooks Lyman, as an abutter to the proposed development should not participate in any discussions, etc. related to the 372 Townsend Road Project. All Members voted AYE.

8. OTHER BUSINESS AS NEEDED:

.. ELEVATOR SUPPORT LETTERS NEEDED: The Executive Director told the Board that she needs to collect letters of support for installation of an elevator in our 19 Lowell Road building because DHCD denied our request for funds to install one. She told the Board that we have too many current residents that need the assistance of the elevator due to health issues and age. Ellen Todd offered to draft the letter from the Board in support of an elevator for the 19 Lowell Road building. A motion was made by Leslie Colt and seconded by Daniel Emerson to have Ellen Todd draft a letter of support from the GHA Commissioners for the installation of an elevator at our 19 Lowell Road building. The letter will be reviewed by the Board Members at our next meeting. All Members present voted AYE.

.. APPROVAL OF TOP 5 COMPENSATION FORM: The Executive Director presented the Board with her salary that was paid to her in Fiscal Year 2017. A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the Top 5 Compensation Form for the Executive Director's Fiscal Year 2017 salary. All Members present voted AYE.

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.. APPROVAL OF CERTIFICATION OF COMPLIANCE WITH FEDERAL AND STATE LEAD PAINT LAWS: The Executive Director explained it is that time of year again to certify that we are in compliance with federal and state lead paint laws. Since the GHA was built in 90's we know without a doubt that lead paint was not used in our development so therefore we are in compliance with all laws. A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Certification of Compliance with Lead Paint Laws form for Fiscal Year ending 6/30/17. All Members present voted AYE.

**\*\*AT 8:20 PM A MOTION WAS MADE BY ELLEN TODD AND SECONDED BY DANIEL EMERSON TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, SEPTEMBER 13, 2017, 7:00 PM AT 19 LOWELL ROAD, GROTON.**