

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
September 13, 2017
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:10 PM.
 - .. MEMBERS PRESENT: Ellen Todd, Vice-Chairman
Leslie Colt, Asst. Treasurer
Daniel Emerson, Treasurer
Brooks Lyman, Secretary
 - .. MEMBERS ABSENT: Deirdre Slavin-Mitchell, Chairman
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director

2. PUBLIC COMMENT: NONE AT THIS MEETING

3. CHECK REGISTER:
 - .. AUGUST 2017: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the check register for August 2017. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 7/31/2017: A motion was made by Brooks Lyman and seconded by Leslie Colt to approve the DHCD Consolidated Operating Statements for period ending 7/31/2017. All Members present voted AYE.
 - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 7/31/2017: A motion was made by Daniel Emerson and seconded by Brooks Lyman to approve the Sandy Pond Road Operating Statements for period ending 7/31/2017. All Members present voted AYE.

.. STILL MEADOW OPERATING STATEMENTS ENDING 7/31/2017: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Still Meadow Operating Statements for period ending 7/31/2017. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. AUGUST 9, 2017 REGULAR MEETING: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the minutes from our August 9, 2017 regular meeting. All Members present voted AYE.

6. NEW BUSINESS:

.. DISCUSS EXECUTIVE DIRECTOR'S VACATION FOR OCTOBER 2017 AND MEETING DATE FOR AN OCTOBER 2017 MEETING: The Executive Director told the Board that she is taking off the first 2 weeks of October for her vacation. She asked them if they wanted to schedule a meeting for later in the month. The Board decided that they would cancel the October meeting but if needed would call for a special meeting.

7. OLD BUSINESS:

.. UPDATE ON PROPOSED FRIENDLY 40B ON TOWNSEND ROAD: 1. Ellen Todd drew up a letter confirming the position of the Board regarding how to conduct business on this subject since Brooks Lyman's property abuts the proposed site for this project. All Board members present read and signed the letter including Mr. Lyman. Ms. Todd reminded the Executive Director to make sure that this business is always last on our agenda so that Mr. Lyman can fully participate in all other business on our agendas. 2. Daniel Emerson spoke about the project saying that the GHA should go ahead with its application to the Community Preservation Committee for help with funding. He thinks that it is possible with the Groton Housing Trust and Board of Selectmen support, it could pass at town meeting.

8. OTHER BUSINESS AS NEEDED:

.. STILL MEADOW CAPITAL PLAN LIST: Ellen Todd suggested that we have a capital plan on file for our Still Meadow home. She said that it should include items that we think will be needed to repair and or update in the next ten (10) years. The Executive Director said that she will have our maintenance man draw up that list.

.. AT WILL EXECUTIVE DIRECTORS: The Executive Director presented the Board with guidelines that DHCD set out for contracts with "At Will" Executive Directors. She told the Board she might want to be an "At Will" director. The Board had some concerns about that but stated they will read the information and we will discuss it again.

.. THEFT IN BUILDING: The Executive Director told the Board that we had a theft in the building in August 2017. She explained that someone took our cleaning lady's wallet and house keys. The wallet contained \$350.00 in cash that she had just picked up from the bank. The Executive Director told the Board that a concerned tenant came forward and donated \$350.00 to the cleaning lady anonymously. The Executive Director told the Board that the cleaning lady did have to change her locks at her house and replace her driver's license. That cost her \$88.74. The Executive Director asked the Board if they would agree to pay for this expense out of our Money Market Account. A motion was made by Brooks Lyman and seconded by Leslie Colt to approve the \$88.74 expense for the cleaning lady. All Members present voted AYE.

.. REGIONAL CAPITAL ASSISTANCE TEAM MEETING: Brooks Lyman spoke to his fellow Board Members about the RCAT meeting he recently attended. He explained that the RCAT team handed out a booklet with information on how to obtain additional funding for capital projects. Mr. Lyman also told the Board that the RCAT team also talked about developing land that housing authorities might have. Mr. Lyman said it might be a good idea to see if we can get additional help on this for developing our Nashua Road parcel of land. Ellen Todd spoke about the small houses project that was done on the Cape and how that might be an option for our land. The Board asked the Executive Director to speak to her RCAT team to further investigate development of affordable housing on our Nashua Road land.

****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, NOVEMBER 8, 2017, 7:00 PM AT 19 LOWELL ROAD, GROTON.**