

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
April 11, 2018  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:10 PM.
  - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman  
Leslie Colt, Asst. Treasurer  
Daniel Emerson, Treasurer
  - .. MEMBERS ABSENT: Brooks Lyman, Secretary  
Ellen Todd, Vice-Chairman
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
  
2. PUBLIC COMMENT: None at this meeting
  
3. CHECK REGISTERS:
  - .. FEBRUARY & MARCH 2018: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the check registers for February & March 2018. All Members present voted AYE.
  
4. FINANCIAL STATEMENTS:
  - .. DHCD CONSOLIDATED OPERATING STATEMENTS ENDING 1/31/2018 & 2/28/18: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the DHCD Consolidated Operating Statements for periods ending 1/31/2018 & 2/28/18. All Members present voted AYE.
  - .. SANDY POND ROAD OPERATING STATEMENTS ENDING 1/31/2018 & 2/28/18: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the Sandy Pond Road Operating Statements for periods ending 1/31/2018 & 2/28/18. All Members present voted AYE.
  - .. STILL MEADOW OPERATING STATEMENTS ENDING 1/31/2018 & 2/28/18: A motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Still Meadow Operating Statements for periods ending 1/31/2018 & 2/28/18. All Members present voted AYE.
  
5. APPROVAL OF MINUTES:
  - .. FEBRUARY 14, 2018 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Daniel Emerson to approve the minutes from our February 14, 2018 regular meeting. All Members present voted AYE.

6. NEW BUSINESS:

.. REVIEW AND APPROVE EXECUTIVE DIRECTOR'S CONTRACT FOR EMPLOYMENT: After review of the Executive Director's Employment Contract, a motion was made by Daniel Emerson and seconded by Leslie Colt to approve the Executive Director's Contract as written. All Members present voted AYE. All members present signed the contract.

.. AGREED UPON PROCEDURES AUDIT: The Executive Director told the Board that the following findings were noted on the report: 1. A deposit received was not deposited into the bank within five business days. The Executive Director did not know how that happened but will be sure to get deposits into the bank as soon as possible. 2. The Executive Director did not have an approved Contract for Employment on file with DHCD. It will be mailed to DHCD as soon as the Executive Director can obtain signatures from the two absent Board Members. 3. The Top Five Compensation Form was not correctly filled in. The Executive Director told the Board that she and her accountant corrected that and sent it to DHCD.

.. FORMULA FUNDING AWARD FOR FISCAL YEAR 2021: The Executive Director told the Board that we were awarded \$31,709.00 for Formula Funding for Capital Expenses for Fiscal Year 2021. She also told the Board that she will be working with Jeff Baxter of the Regional Capital Assistance Team to draw up her plan for Fiscal Year 2021.

7. OLD BUSINESS: NONE DISCUSSED AT THIS MEETING

8. OTHER BUSINESS AS NEEDED:

.. COMMUNITY PRESERVATION COMMITTEE UPDATE: Daniel Emerson told the Board that the CPA fund is around \$500,000.00. He said that a meeting would like to be set up with various stakeholders of the town to discuss how to help community housing. This may take place after the spring town meeting. The Board also spoke fondly of CPC Member/Groton Housing Authority Tenant Michael Roberts who recently passed away. The Executive Director told the Board about a program that the Town of Littleton is doing with CPA funds called the Littleton Voucher Program. The program is there basically to help those in need pay for a portion of their rent for a period of one year to keep them in their current living situations. Daniel Emerson said it sounded like a good use of CPA funds.

\*\*AT 8:25 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, MAY 9, 2018, 7:00 PM AT 19 LOWELL ROAD, GROTON.