

REGULAR MEETING OF THE
GROTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 15, 2018
7:00 PM
19 LOWELL ROAD, GROTON, MA 01450

AGENDA

1. ROLL CALL
2. PUBLIC COMMENT:
3. CHECK REGISTER – REVIEW AND APPROVE JULY 2018 CHECK REGISTER
4. FINANCIAL STATEMENTS:
 - .. REVIEW & APPROVE FINANCIAL STATEMENTS FOR DHCD CONSOLIDATED PERIOD ENDING 6/30/18
 - .. REVIEW & APPROVE FINANCIAL STATEMENTS FOR SANDY POND ROAD PERIOD ENDING 6/30/18
 - .. REVIEW & APPROVE FINANCIAL STATEMENTS FOR STILL MEADOW PERIOD ENDING 6/30/18
5. APPROVAL OF MINUTES:
 - .. REVIEW AND APPROVE MINUTES FROM THE JULY 18, 2018 REGULAR MEETING
6. NEW BUSINESS:
 - .. EXECUTIVE DIRECTOR'S VACATION SCHEDULE
7. OLD BUSINESS:
 - .. UPDATE ON CAPITAL PLAN SUBMITTED TO DHCD
8. OTHER BUSINESS AS NEEDED

GROTON HOUSING AUTHORITY
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Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
August 15, 2018
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:01 PM.
 - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman
Leslie Colt, Asst. Treasurer
Ellen Todd, Vice-Chairman
 - .. MEMBERS ABSENT: Daniel Emerson, Treasurer
Brooks Lyman, Secretary
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director

2. PUBLIC COMMENT: None at this meeting

3. CHECK REGISTER:
 - .. JULY 2018: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the check register for July 2018. All Members present voted AYE.

4. FINANCIAL STATEMENTS: With questions answered by accountant James Griffin, the Board was able to approve all financials for the period ending 6/30/18. A motion was made by Ellen Todd and seconded by Leslie Colt to approve the operating statements for our DHCD Consolidated Programs, Sandy Pond Road Program and Still Meadow Program. All Members present voted AYE.

5. APPROVAL OF MINUTES:
 - .. JULY 18, 2018 REGULAR MEETING: A motion was made by Leslie Colt and seconded by Ellen Todd to approve the minutes from our July 18, 2018 regular meeting. All Members present voted AYE.

6. NEW BUSINESS:

.. EXECUTIVE DIRECTORS VACATION SCHEDULE: The Executive Director told the Board that she will be taking her usual Fall vacation beginning September 21, 2018 and returning to work on October 9, 2018. She told the Board as usual, she will notify the tenants and take care of any business that needs attention before she leaves.

7. OLD BUSINESS:

.. UPDATE ON CAPITAL PLAN SUBMITTED: The Executive Director told the Board that our Capital Plan was approved but we were not given the emergency funds we needed to replace the roof on our 667 building. She also told the Board that her project manager said that DHCD plans on giving us a high cap share in the next round of funding, so we should be able to get our roof done at that time.

8. OTHER BUSINESS AS NEEDED:

.. MAINTENANCE MAN OUT SICK: The Executive Director told the Board that our maintenance man will be out due to having surgery beginning on September 5, 2018. She told the Board that he hopes to be back within a week to two weeks after surgery. During the time he is out, she will take care of the calls that she can and the ones she is unable to take care of she will have our vendors take over.

**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 TUESDAY, SEPTEMBER 11, 2018, 7:00 PM AT 19 LOWELL ROAD, GROTON.