

Minutes of a Regular Meeting  
Groton Housing Authority  
Board of Commissioners  
October 17, 2018  
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:00 PM.
  - .. MEMBERS PRESENT: Deirdre Slavin-Mitchell, Chairman  
Leslie Colt, Asst. Treasurer  
Ellen Todd, Vice-Chairman  
Brooks Lyman, Secretary  
Daniel Emerson, Treasurer
  - .. MEMBERS ABSENT: None
  - .. OTHERS PRESENT: Lisa Larrabee, Executive Director
  
2. PUBLIC COMMENT: None at this meeting
  
3. CHECK REGISTER:
  - .. SEPTEMBER 2018: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the check register for September 2018. All Members present voted AYE.
  
4. FINANCIAL STATEMENTS:
  - .. DHCD FINANCIAL STATEMENTS ENDING 8/30/18: A motion was made by Daniel Emerson and seconded by Brooks Lyman to approve the financial statements for our DHCD Consolidated Programs for the period ending 8/30/18. All Members present voted AYE.
  - .. SANDY POND ROAD FINANCIAL STATEMENTS ENDING 8/30/18: A motion was made by Ellen Todd and seconded by Daniel Emerson to approve the financial statements for our Sandy Pond Road Program for the period ending 8/30/18. All Members present voted AYE.

.. STILL MEADOW FINANCIAL STATEMENTS ENDING 8/30/18: A motion was made by Ellen Todd and seconded by Brooks Lyman to approve the financial statements for our Still Meadow Program for the period ending 8/30/18. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. SEPTEMBER 11, 2018 REGULAR MEETING: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the minutes from our September 11, 2018 regular meeting. All Members present voted AYE.

.. OCTOBER 1, 2018 EMERGENCY MEETING: A motion was made by Brooks Lyman and seconded by Daniel Emerson to approve the minutes from our October 1, 2018 emergency meeting. All Members present voted AYE.

6. NEW BUSINESS:

.. DISCUSS A MANAGEMENT AGREEMENT WITH THE WESTFORD HOUSING AUTHORITY: The Executive Director told the Board Members that she got the job as the Executive Director of the Westford Housing Authority. She told them that she felt strongly that DHCD would not allow this agency to hire another Executive Director to replace her because of rising costs on benefits and Executive Director salaries. She told the Board that DHCD is happy with the idea of the Westford Housing Authority being the management agent for the Groton Housing Authority and the Littleton Housing Authority. She asked them to take the month to consider entering into a contract with the Westford Housing Authority.

.. DISCUSS OUR PERFORMANCE MANAGEMENT REVIEW: The Executive Director told the Board that we recently had our performance maintenance review with DHCD and that we did excellent. This was still a non-publishing year so there are a couple of small things to work on to get a perfect score for the maintenance part of it but overall DHCD was very pleased with the amount of progress that we have made since last year.

.. DISCUSS PURCHASE OF A NEW LAPTOP AND WEBSITE: We received a \$10,000.00 technology grant that needs to be spent so the Executive Director told the Board she bought a new laptop and is having a web page designed for the Groton Housing Authority. If there is any money left after we get billed for these two items she may buy a copy machine.

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7. OLD BUSINESS:

.. UPDATE ON MAINTENANCE SUPERVISORS HEALTH: The Executive Director told the Board that Steve is now back to work and is doing well although on light duty for a few more weeks.

8. OTHER BUSINESS AS NEEDED: Ellen Todd spoke to the Board about having our meeting on November 14, 2018 instead of the following week since that would be the night before Thanksgiving. She said that the committee that she meets with on the second Wednesday of the month will not be meeting next month on the 14<sup>th</sup> so it is open to us. She polled the members present to see if they could make the meeting on November 14, 2018 and all said they could.

**\*\*AT 8:10 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, NOVEMBER 14, 2018, 7:00 PM AT 19 LOWELL ROAD, GROTON.**