

Minutes of a Regular Meeting
Groton Housing Authority
Board of Commissioners
February 20, 2019
7:00 PM

1. ROLL CALL: The meeting was called to order at 7:00 PM.
 - .. MEMBERS PRESENT: Leslie Colt, Asst. Treasurer
Brooks Lyman, Secretary
Daniel Emerson, Treasurer
Deirdre Slavin-Mitchell, Chairman
Ellen Todd, Vice-Chairman
 - .. MEMBERS ABSENT: None
 - .. OTHERS PRESENT: Lisa Larrabee, Executive Director

2. PUBLIC COMMENT: NONE AT THIS MEETING

3. CHECK REGISTER:
 - .. JANUARY 2019: A motion was made by Daniel Emerson and seconded by Ellen Todd to approve the check register for January 2019. All Members present voted AYE.

4. FINANCIAL STATEMENTS:
 - .. DHCD CONSOLIDATED 4001 PROGRAMS ENDING 12/31/18: A motion was made by Ellen Todd and seconded by Leslie Colt to approve the DHCD Consolidated 4001 financial statements for the period ending 12/31/18. All Members present voted AYE.
 - .. SANDY POND ROAD PROGRAM ENDING 12/31/18: A motion was made by Brooks Lyman and seconded by Ellen Todd to approve the Sandy Pond Road financial statements ending 12/31/18. Executive Director will ask accountant why our interest earned in this program is way off budget. All Members present voted AYE.
 - .. STILL MEADOW PROGRAM ENDING 12/31/18: A motion was made by Ellen Todd and seconded by Daniel Emerson to not approve the Still Meadow Program financial statements for the period ending 12/31/18 because they show that nothing was

budgeted for condo fees for this program. Executive Director will ask the accountant why condo fees have not been budgeted. All Members present voted AYE.

5. APPROVAL OF MINUTES:

.. JANUARY 20, 2019 REGULAR MEETING: A motion was made by Daniel Emerson and seconded by Brooks Lyman to approve the minutes from our January 20, 2019 regular meeting. All Members present voted AYE.

6. NEW BUSINESS: NONE DISCUSSED AT THIS MEETING

7. OLD BUSINESS:

.. UPDATE ON MANAGEMENT AGREEMENT WITH WESTFORD HOUSING AUTHORITY:
The Executive Director told the Board things are starting to become more normal now. She told them she has established her hours as follows: Monday – Thursday 7:00 AM to 9:00 AM in Groton, Monday & Wednesdays spends the rest of the day in Littleton and Tuesday & Thursdays spends the rest of the day in Westford. She also mentioned that we now have Mandi Dinsmore working in Groton Monday – Thursday 2:30 to 4:30. It seems these hours are working out well and it is nice to have coverage in the office here both in the morning and in the afternoon.

.. UPDATE ON CHAMP WAIT LIST: The Executive Director told the Board that DHCD has us doing an update on our wait list. Basically, we must verify priority and preference with each applicant. It is a huge undertaking since we have an extensive wait list. We have hired temporary help to get this project going.

8. OTHER BUSINESS AS NEEDED: NOTHING DISCUSSED AT THIS MEETING

**AT 7:50 PM A MOTION WAS MADE BY ELLEN TODD AND SECONDED BY BROOKS LYMAN TO ADJOURN THE MEETING. ALL MEMBERS PRESENT VOTED AYE. THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, MARCH 20, 2019, 7:00 PM AT 19 LOWELL ROAD, GROTON.