

**GHA Board of Commissioners  
Regular Meeting**

**November 27, 2017 at 1:00 PM**

Greenfield Housing Authority – 1 Elm Terrace – Greenfield, MA 01301

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Monday, November 27, 2017 at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

1. **CALL TO ORDER**

Commissioner Hawkins called the meeting to order at 1:10 p.m.

Commissioners Present: Rich Fahey, Trish Leonard, Randi Parks, Robert Hawkins

Commissioners Absent: William Mason

Staff Present: Dan Finn, Jodi Clough, Andi Guy

Others Present: Todd Bard, Lee Energy Group

2. **ACTIONS**

**Minutes:** Commissioner Fahey motioned and Commissioner Leonard seconded a motion to approve the minutes of the November 3, 2017 Regular Meeting as prepared.

17-56 Voted 4 in favor; 0 opposed

**Lee Energy Group – Solar Net Metering Contract:** Todd Bard of the Lee Energy Group presented a proposal to the Board for a Solar Net Metering contract for a Two (2) Megawatt Solar Project to be built in Pittsfield, MA. He has commitments from at least two other Housing Authorities and is interested in getting Greenfield Housing Authority to commit to this project. It is a twenty (20) year contract. Commissioner Leonard motioned and Commissioner Fahey seconded a motion to approve the Lee Energy Group – Solar Net Metering contract which will be valid for a duration of twenty (20) years, 2017 – 2037.

17-57 Voted 4 in favor; 0 opposed

**Executive Director's Report:** Commissioner Fahey motioned and Commissioner Parks seconded a motion to accept the Executive Director's Report for the month of October 2017.

17-58 Voted 4 in favor; 0 opposed

**Monthly Financial Statements:** Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the October financial statements.

17-59 Voted 4 in favor; 0 opposed

**VIVA Consulting Services Contract:** Acting Chair Hawkins requested that an agenda item be moved out of Executive Session and placed on the Open Meeting agenda. The Board agreed. The Board had reached out to VIVA Consulting Services to put together a proposal to provide GHA with an assessment of the Authority's current operational practices. The cost of the service was estimated to be \$8000 plus expenses. It was anticipated that this process would start in February or March of 2018. Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve the VIVA Consulting Services contract.

17-60 Voted 4 in favor; 0 opposed

### **3. OTHER BUSINESS**

#### **Payment Summary for October 2017**

Provided for information.

#### **On-Call Painting Contract Extension**

Greenfield Housing Authority has decided to exercise its option to extend the On-Call Painting Contract for one (1) additional year. Walter's Color and Design is the holder of the contract. The Board did not feel it was necessary to approve this extension, therefore, it was presented for informational purposes only.

#### **FY17 Agreed Upon Procedure (AUP) Draft Report**

Executive Director, Dan Finn, shared the FY17 draft report of the AUP for the year end 3/31/2017. The AUP audit test for rent collections, payroll, accounts payable and disbursements, inventory, procurement, cash management, operating subsidy and rent calculation and compliance. Only one exception was noted on the report which was the lack of a DHCD-approved Executive Director contract. The Board anticipated that this situation would be rectified soon.

#### **Wage Match for State Housing Program Tenants**

GHA participates in the Wage Match program that is mandated for all housing authorities that administer state-funded housing programs. Due to the security and confidentiality of the wage match program, each LHA must adopt a set of guidelines for handling wage match information and submit confidentiality acknowledgements. The Executive Director and Board Chair must submit a certification page as well. Not all of the acknowledgement forms were signed as of the date of the Board meeting, therefore, the Board could not approve the guidelines and certify the acknowledgements. This item will be placed on the next Board meeting agenda.

**4. EXECUTIVE SESSION – Executive Director Contract Strategy Session**

Commissioner Hawkins stated the purpose to enter the Executive Session and stated that the meeting will reconvene in Open Session. Commissioner Leonard motioned and Commissioner Fahey seconded a motion to call for a roll call vote to enter Executive Session at 2:42 p.m.

Voted in favor: Commissioners Hawkins, Fahey, Leonard and Parks

Opposed: None

Commissioner Fahey motioned and Commissioner Parks seconded a motion for a roll call vote to reconvene in Open Meeting at 3:18 p.m.

Voted in favor: Commissioners Hawkins, Fahey, Leonard and Parks

Opposed: None

**5. OTHER BUSINESS NOT REASONABLY ANTICIPATED 48 HOURS IN ADVANCE**

**Executive Director Performance Review**

The Board gave Executive Director, Dan Finn, his review.

**Executive Director Contract Renewal**

The Board agreed to extend Dan Finn's Executive Director contract and include the same benefits as those in his prior contract. A DHCD approved contract will be used and his contract will run from April 1, 2017 through March 31, 2020. His benefits will be the same as consistent with the GHA Personnel Policy as well as receiving a \$300 per month car allowance. Commissioner Leonard motioned and Commissioner Parks seconded a motion to approve Dan Finn's Executive Director Contract.

(17-61)Voted 4 in favor; 0 opposed

**6. Adjournment:** Commissioner Fahey motioned and Commissioner Leonard seconded a motion to adjourn the meeting at 3:32 p.m.

The next Regular meeting of the GHA Board of Commissioners is scheduled for January 26, 2018 at 1:00 p.m. at the Elm Terrace Conference Room located at 1 Elm Terrace, Greenfield.

Respectfully Submitted,

Daniel W. Finn, Secretary ex officio