

**GHA Board of Commissioners
Regular Meeting**

June 25, 2024, at 4:30 PM

Greenfield Housing Authority – Remote Zoom Meeting

The Greenfield Housing Authority Board of Commissioners conducted the Regular Meeting of the Authority on Tuesday, June 25, 2024, via remote Zoom Meeting.

CALL TO ORDER

Commissioner Mason called the meeting to order at 4:33 p.m.

Commissioners Present: William Mason, Susan Worgaftik, Trish Leonard, Randi Parks, John Mackin

Commissioners Absent: None

Staff Present: Jon Hite, Ann Borkowski, Jodi Clough, Andi Guy, Mark Courtemanche

Others Present: Samantha S., Stephanie Duclos

1. ACTIONS

Minutes of the 5-21-24 Regular Board Meeting: Commissioner Leonard moved and Commissioner Parks seconded the motion to approve the minutes of the May 21, 2024, Regular Board meeting.

24-50 Voted 3 in favor; 0 opposed; 2 abstain

Monthly Financials – April 2024: Commissioner Leonard moved and Commissioner Worgaftik seconded a motion to approve the financials for the month of April, 2024.

24-51 Voted 5 in favor; 0 opposed.

Monthly Financials – May 2024: Commissioner Leonard moved and Commissioner Mackin seconded a motion to approve the financials for the month of May 2024.

24-52 Voted 5 in favor; 0 opposed.

Payment Summary - April 2024: Commissioner Worgaftik moved and Commissioner Mackin seconded the motion to approve the Payment Summary for the month of April 2024.

24-53 Voted 5 in favor; 0 opposed.

Payment Summary - May 2024: Commissioner Mackin moved and Commissioner Worgaftik seconded the motion to approve the Payment Summary for the month of May 2024.

24-54 Voted 5 in favor; 0 opposed.

Monthly Staff Report for May 2024: Commissioner Worgaftik moved and Commissioner Parks seconded the motion to approve the Monthly Staff Report for May 2024.

Discussion: The Commissioners discussed the Occupancy levels and the level of difficulty the tenants experience with finding units. The MRVP program has been more challenging and there appears to be some discrepancies with the number of vouchers that exist in the program and that the lease-up rate displayed in the staff report is not completely accurate as it reflects the original number of contract units, not the number available for rental today. The reports, going forward, will reflect the more accurate number and percentage.

24-55 Voted 5 in favor; 0 opposed.

EOHLC Project #113103 -MAH Window Replacement - Change Request 3 & 4:

Commissioner Leonard moved and Commissioner Worgaftik seconded a motion to approve Change Requests 3 and 4 for the Morgan Allen Window Replacement Project. Change Request #3 is for masonry repair of some exterior basement windows and Change Request #4 is a credit for unused surplus unit price materials. The final Change Order #1 (Requests #1-#4) is in the amount of \$1,577.16

24-56 Voted 5 in favor; 0 opposed.

EOHLC Project #113121 – Elm Terrace Roof Project – Change Order #1: Commissioner Leonard moved and Commissioner Mackin seconded a motion to approve Change Order #1 in the amount of \$4, 590. Change Order #1 represents the installation of new leaf guards on the gutters of several buildings where falling leaves might be problematic.

24-57 Voted 5 in favor; 0 opposed.

2. New Business

3. Reports and Updates:

Modernization Report

- MAH Window Replacement – Project is almost to Substantial Completion.
- Elm Terrace Roof Replacement – Project is moving along well and will be finished in the next week or so.
- Elm Terrace Drainage Buildings 2 to 6 – Scope of Services sent to the A/E and the project is in the planning phase.

Executive Director's Report

- Executive Director Search & Hiring Process – Jon Hite informed the Board that the Screening Committee has narrowed the field to 4 candidates to interview. Jon is working on a schedule for the staff and tenants to meet with the candidates first and then have the Commissioners available to meet in person to interview the candidates.

- The Executive Office of Housing & Livable Communities has rolled out new Occupancy Standards which will go into effect on June 7th. The GHA staff participated in a training webinar for the new standards. The Local Tenant Funding (LTO) has been increased from a \$6 per unit funding to a \$25 per unit funding. This will significantly increase the LTO funds available for the tenant organizations.

4. **Resident Update:**

Randi Parks reported that TRIAD was hosting a luncheon cookout for the tenants on 6/28/24.

5. **Public Comment**

- None

6. **Executive Session**

- None

7. **ADJOURNMENT:** Commissioner Mackin moved and Commissioner Worgaftik seconded a motion to adjourn the meeting at 5:31 pm.

Respectfully Submitted,



Jon Hite
Interim Executive Director