

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON October 26, 2022**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting in a conference call format using the GoToMeeting application. This was in response to the resurgence of the Covid-19 virus and its variants. Chairperson Prunier called the meeting to order at 4:30 P.M. Ms. Gorski made the first motion, and Mr. Jackson seconded the motion. All were in favor of starting and called the roll with the following responses:

Present

Kathleen Prunier
Elaine Davey
Elizabeth Gorski
Inger Burke
Kimberly Jackson

Absent

None

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Dan Dellea, Alex Torres, and Cheryl Roan, CPA from Gordon & Griffin, LLC.

Review and Approval of FY23 State-400-1 Operating Budget

Ms. Roan informed the board that DHCD approved a 9% increase to the Allowable Non-Utility Expense Level for FY23. She explained this was an excellent plus for GHA because most expenses are fixed throughout the year, mainly overhead. Ms. Roan also elaborated that unforeseen expenses are inevitable; therefore, the increase will benefit GHA with extra costs encountered during the year. She updated the board with the new GHA management fees being raised to the max for FY23, stating that this fee is an additional twenty-five percent of a formula calculated salary for all Executive Directors by DHCD. Ms. Gorski asked if these fees would increase. Ms. Roan responded this is the new salary schedule for the next three years and stated they do not anticipate a change for another three years. Ms. Prunier explained that she was under the impression that the ED salary could be supplemented by the HUD side, which is not something she is looking to implement; however, she would like a clarification on the administrative salaries for the employees of the Haverhill Housing Authority performing GHA job duties. Ms. Roan clarified that this could be done if needed, but it's not a common practice; the management fee should cover all the costs associated with managing GHA. Ms. Roan also approached the board about the advantages GHA would benefit from if it converted into Rental Assistance Demonstration (RAD). She explained that by converting into RAD, the housing authority's annual income would double. Ms. Ruiz Vargas notified the board of her plans to invite a HUD consultant and the Executive Director from Concord Housing Authority to a board meeting sometime in the early months of 2023 to educate GHA on the RAD conversion process.

Review and Approval of FY23 DHCD Certifications

Ms. Prunier motioned to approve the FY23 DHCD Certifications, with a second from Ms. Gorski. All were in favor, and with minimal discussion, the motion passed unanimously after a vote.

Review and Approval of the Minutes of the Meeting of October 5, 2022

Ms. Prunier motioned to approve the meeting minutes of October 5, 2022, with a second from Mr. Jackson. With minimal discussion, after a vote, the motion passed unanimously.

Review and Approval of Accounts Payable for October 2022

Mr. Jackson motioned to approve the Accounts Payable Report for October 2022, with a second from Ms. Gorski. Ms. Inger inquired about the cost of the receptacle plates. Mr. Dellea explained that all the receptacles were replaced in the unit due to cigarette smoke damage. Ms. Prunier also stated that the boxes were out of code, and Mr. Jackson agreed, and after a vote, all were in favor.

Review of Work Orders for October 2022

Discussion ensued regarding specific work orders in June & July. Board members distinguished a few work orders, and Mr. Moody explained the outcome of every work order in question. No vote of approval was necessary.

Review of Work Orders for August & September 2022

Board members reviewed the report, and a discussion concluded. Ms. Prunier informed the board that she received a phone call about smoking in the units and not going to the designated smoking area outside the building's entrance. Ms. Ruiz Vargas replied that she would have GHA's legal counsel draft a letter reminding all tenants of the nonsmoking policy and strongly suggest outlining that it is a lease violation. Ms. Prunier also communicated to the board how displeased she was about a work order placed after hours, reporting it was trash when all along it was bags of groceries for the tenant left there by family members. Ms. Prunier suggested we charge the individual who called in the complaint and expressed that this kind of continuous behavior, with this individual is considered as "bullying" and needs to end. She continues to affirm that GHA will not tolerate this kind of behavior. Ms. Ruiz Vargas agreed and stated that this is unfortunate and that the residents need to understand that the State of Massachusetts obligates us to house elderly/disabled individuals within the same building complex. If residents do not favor this ruling, then this is not a place for them to reside. No vote of approval was necessary.

Report of the Managing Director

Ms. Ruiz Vargas informed the board of the Capital Funding public meeting and the projected projects that are currently on schedule to commence the design and bidding process. Mr. Dellea also updated the board that every building will be upgraded with a new intercom system. Ms. Ruiz Vargas updated the board of an informal meeting the DHCD representative held with Ms. Prunier, Ms. Gorski, and herself about the possibility of absorbing the three state units. Many other highlights were presented and reported to the board.

New Business

None to report

Comment Period for Commissioners and Public

Ms. Gorski stated a lot of information was reported in this meeting.

Adjournment

There was no further discussion; Ms. Gorski motioned to adjourn at 5:30 P.M. Then, Mr. Jackson seconded the motion, all were in favor, and the meeting was adjourned.