

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON November 28, 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
Elizabeth Gorski
Kimberly Jackson

Absent

Inger Burke
Elaine Davey

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Dan Dellea, Jose Montan, and Alex Torres.

Review and Approval of the Minutes of the Meeting of October 26, 2022

Ms. Prunier motioned to approve the meeting minutes of October 26, 2022, with a second from Mr. Jackson. The motion passed unanimously. Ms. Prunier brought up that there should be no smoking at all, even outside, in the GHA complexes. She suggested possibly consulting legal counsel in the future for disciplinary reasons.

Review and Approval of Accounts Payable for November 2022

Ms. Gorski motioned to approve the Accounts Payable Report for November 2022, with a second from Mr. Jackson. All were in favor. Mr. Jackson asked about a no heat cost and a strobe replacement cost on the sheet. Mr. Dellea and Ms. Ruiz Vargas said they would have an answer on these two items by the next board meeting.

Review and Approval of Civil Rights Certificate

The Board members reviewed the Civil Rights Certificate and discussion ensued. Ms. Prunier made a motion to approve the Civil Rights Certificate, and received a second from Ms. Gorski. All were in favor.

Review and Approval of Architectural Design- Service Fee Proposal for: Common Hallways Finish Flooring Replacement Project

Mr. Jackson made a motion to approve the Service Fee Proposal for Common Hallways Finish flooring replacement project, and received a second from Ms. Gorski. All were in favor. The Board reviewed the Service Fee Proposal for common Hallways Finish Flooring Replacement project, and minimal discussion ensued. Language was amended in Cost Estimate section, from “roofs” to “flooring” due to mistake.

Review and Approval of Architectural Design- Service Fee Proposal for: Common Hallways Exterior Door Replacement Project

Ms. Prunier made a motion to accept the service Fee Proposal for: Common Hallways Exterior Door Replacement Project, and received a second from Mr. Jackson. All were in favor. The Board reviewed the Service Fee Proposal for Common Hallways Exterior Door Replacement Project, and minimal discussion ensued.

Review of Work Orders for November 2022

Ms. Gorski asked what the lock out procedures are for tenants at GHA, and Ms. Ruiz Vargas explained it to her. Discussion ensued regarding the November work orders. No vote of approval was necessary.

Report of the Managing Director

Ms. Ruiz Vargas informed the board that the Town of Groveland had approved the Environmental Review for the Authorities upcoming projects. Ms. Ruiz Vargas also stated that the GHA is also scheduled to go out for a bid proposal in January 2023 for new laundry machine equipment. She explained that a Local Tenant Organization is also likely to be established soon at Haverhill Housing Authority, and will establish in GHA shortly after. Three state units also had a Property needs assessment inspection which will inform the capital improvement plan for the next five-year plan.

New Business

None to report

Comment Period for Commissioners and Public

Mr. Jackson commented on how good the GHA seems to be doing at the moment. Ms. Prunier agreed with this statement.

Adjournment

There was no further discussion; Ms. Prunier motioned to adjourn at 5:15 P.M. Then, Mr. Jackson seconded the motion, all were in favor, and the meeting was adjourned.