

**MINUTES OF THE MEETING  
OF THE GROVELAND HOUSING AUTHORITY  
HELD ON February 23, 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 4:32 P.M., Mr. Jackson made the first motion and Ms. Davey seconded the motion. All were in favor to start and called the roll with the following responses:

**Present**

Kathleen Prunier  
Elaine Davey  
Kimberly Jackson  
Elizabeth Gorski

**Absent**

Inger Burke

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Jeneschya Sanchez, Dan Dellea, and Bruce Moody.

**2. Review and Approval of the Minutes of the Meeting of January 26, 2022**

The board members reviewed the minutes from the meeting on January 26, 2022. Ms. Gorski made a motion to accept the minutes and received a seconded motion from Ms. Davey. All were in favor, and the motion passed. Mr. Jackson asked about the vacant units. Ms. Ruiz Vargas responded the dates were moved, due to not having all the information of their qualification process. This is currently pending. Ms. Ruiz Vargas asked if she could have Mr. Dellea present a report to the board. Mr. Dellea informed the board he is in contact with Action Energy (AE) for the replacement of the four water heaters at no cost to the agency. Mr. Dellea explained AE will first perform an audit for efficiency, and once this process is completed we will go on to the next step. The plan is to install all new high-efficiency boiler and new water heaters. Mr. Dellea added that they may upgrade the lighting as well. Mr. Jackson stated it was a cost of about thirty-two thousand dollars, and was glad to hear the good news from Mr. Dellea. Mr. Jackson and Ms. Davey commended Mr. Dellea for all his efforts.

**3. Review and Approval of Accounts Payable for January 2022**

Ms. Gorski made a motion to approve the accounts payable for January 2022 and received a seconded motion from Ms. Davey. All were in favor, and Mr. Jackson then began the discussion by asking about the second page where the Accounting Services had charged us retro from November's service increase. He also stated that we were clients for many years, and was not pleased with the charges. Mr. Jackson added we should start looking to hiring a new Fee Accountant. Mr. Jackson pointed out page two, section Groveland Electric Light Company (B4). Mr. Jackson stated the amount for the prior month was one hundred thirty-eight dollars, and this month is two hundred and eight dollars. Ms. Ruiz Vargas explained that this was the increase implemented to everyone by the electricity company. Mr. Jackson questioned the increase on page three of the report for the management fee for January. Ms. Ruiz Vargas responded that other items are added to this invoice aside from the fee. Ms. Prunier added that the management fee cannot go up unless it is approved by the board. Ms. Prunier pointed out on page five the water bill is substantially high. Ms. Prunier asked if there was anything we could do about this. Ms. Ruiz Vargas responded these were two months of billing, and the water department assured us there was no malfunction of meters.

**4. Review and Approval of PILOT Payment for 2020 and 2021**

Ms. Prunier made a motion to approve the PILOT payment for 2020 and 2021 and received a seconded motion from Ms. Gorski. All were in favor, and Ms. Ruiz Vargas then began the discussion by stating that Rebecca Oldham, from Town Hall informed her of the past due amount for these two years. Ms. Ruiz Vargas expressed her concerns about this and mentioned the importance of taking care of the bill immediately. Ms. Ruiz Vargas stated she apologized to Rebecca and that hopefully, we can resolve this issue this week. The board expressed their concerns about these payments being behind. Ms. Prunier added that it could have happened due to their funds being frozen, at the time. Ms. Ruiz Vargas clarified it might have been

something else that could have transpired; she believes the funds that were frozen were Capital Funds. Ms. Prunier asked if the check can be handed in person. Ms. Ruiz Vargas replied, Mr. Moody will hand deliver to Town Hall. Ms. Ruiz Vargas apologized on our behalf for this oversight.

## **5. Review of Work Orders for January 2022**

Mr. Moody stated we are currently only doing emergency calls. Mr. Moody mentioned there had been an alarm chirping going in unit 82B, and he addressed the issue immediately. Ms. Prunier asked about the units with no heat. Mr. Moody responded that unit 82B was a power hit and unit 312 was due to the tenant touching the thermostat. Ms. Prunier pointed out unit 412 for the strong chemical smell. Mr. Moody responded that someone had sprayed something, and the tenant was notified immediately not to do this again. No vote was needed.

## **6. Update of the Executive Director Search**

Ms. Ruiz Vargas informed the board the search committee has disqualified seven applicants with six remaining applicants. On Friday, the search committee had another meeting downsizing to four eligible applicants. Ms. Ruiz Vargas stated two applicants were interviewed today, and tomorrow the last two applicants will be interviewed. Ms. Ruiz Vargas stated the search committee plans to eliminate two of the applicants and bring the remaining two applicants to the whole board to vote. Ms. Ruiz Vargas took the time to announce to the board that she applied for the Executive Director position and has hopes that the board will pick the right candidate for HHA. Ms. Ruiz Vargas added once we have a new ED, she would like to take GHA under her wing to bring the agency up to date with HUD. Ms. Prunier expressed how happy she was to hear that Ms. Ruiz Vargas applied for the new ED position. Ms. Ruiz Vargas apologized for the change in dates for the board meetings. Due to a very busy schedule, it led to the change in dates, and thanked the board for understanding. Ms. Prunier asked the board if Thursday was a good day to meet. Everyone agreed to continue to meet on Wednesdays. Mr. Jackson mentioned that COVID numbers have gone down substantially and would like to know if we can meet in person effective March. Ms. Ruiz Vargas responded she has no problem meeting in person. Ms. Gorski expressed that she is more comfortable meeting in person in a few more weeks. Ms. Prunier stated we may start in April, and we can open the windows. All were in favor of meeting effective April and disinfecting the community room prior to the meetings.

## **7. Report of the Managing Director**

Ms. Ruiz Vargas briefed the board that GHA informed the tenant at 82A Gardner Street in writing of DHCD's over-housed clause in the tenant's lease. GHA will be issuing the tenant a Massachusetts Rental Voucher, known as MRVP. Ms. Gorski asked if we could help the tenant find a place if she accepts our offer. Ms. Ruiz Vargas responded yes, we will give her a briefing on how this voucher works and provide her with any listings we may have available. Ms. Ruiz Vargas stated we would make this happen for the tenant. Ms. Prunier asked how are the updates on the waiting list going. Ms. Ruiz Vargas responded very well and will hopefully give more updates next week. Ms. Ruiz Vargas expressed her gratitude to Mr. Moody for working endless hours to assure the safety of all tenants at River Pine and keeping the complexes free of hazards when the winter storm hit. Ms. Ruiz Vargas stated she added a page to this packet of the Massachusetts Certified Public Purchasing Official (MCPPO) online class for the Board of Commissioners, *Know your Responsibility*. Ms. Ruiz Vargas stated that Ms. Leen from Elderly Services reached out to see where we were in the process. She informed her she would get back to her once she met with the board.

Mr. Jackson stated this was a fruitful meeting. Ms. Prunier added that partnering with Haverhill is a great idea. Ms. Ruiz Vargas mentioned that Rebecca Oldham and Kevin Snow were not able to attend this meeting but hope they could attend the next one. Ms. Ruiz Vargas added that things are marching very well. It has been a very long stretch, but we will get there. Ms. Gorski stated that we are moving along, and the Town will be thrilled to receive the payment from our PILOT dues. Ms. Davey shared with the board how happy she was with the news Mr. Dellea brought today to the meeting. Ms. Ruiz Vargas

assured the board would help the new MRVP voucher holder and hold her hand through the whole process. Ms. Prunier asked the board to send good thoughts and positive energy to Ms. Ruiz Vargas.

**Comment Period for Commissioners and Public**

There were no comments made.

**Adjournment**

There being no further discussion, Ms. Davey made a motion to adjourn at 5:26 P.M. and Mr. Jackson seconded his motion and the meeting was adjourned.