

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON March 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 4:30 P.M., Mr. Jackson made the first motion and Ms. Burke seconded the motion. All were in favor to start and called the roll with the following responses:

Present

Kathleen Prunier
Inger Burke
Kimberly Jackson

Absent

Elaine Davey
Elizabeth Gorski

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Jeneschya Sanchez, Dan Dellea, Bruce Moody, Laurie LaPlante, Marilyn Daniel, Kevin Snow, and Rebecca Oldham.

Boiler update from Mr. Dellea, Maintenance Supervisor:

Mr. Dellea gave an update to the board about Action Energy informing them that he should receive a call from the company Industrial Boiler for a follow-up on the next steps. He believes they are the ones that won the bid to do the work. Mr. Dellea added that he spoke with one of our Representatives from DHCD and explained that these projects are roughly about \$150k in labor and materials.

2. Discussion with Mr. Kevin Snow & Ms. Rebecca Oldham

The Groveland Municipal Light Department (GMLD) has been doing voltage conversions throughout our service territory. It has been discovered that the electrical utility infrastructure located at Groveland Pines is unable to convert to the new system voltage due to the primary conductors and transformers being incompatible. On reading Mass H4269, a bill in the legislature explaining how the Commonwealth would distribute its funds from the American Rescue Plan, Mr. Snow discovered that there was \$150,000,000 available to state-funded housing authorities dedicated to upgrading substandard utility infrastructure and felt it would be wise to inform Groveland/Haverhill Housing of the fund's availability given the need to replace the utilities. GMLD cannot upgrade the adjacent Groveland Commons development without Groveland Pines being upgraded first as they share a common primary electrical feed, and they are both among the two largest portions of the circuit that needs to be converted. GMLD is requesting that Groveland Housing look into the feasibility of applying for the funding to upgrade the conduit, conductors, and transformers feeding Groveland Pines.

Mr. Snow also informed the board of the electric bills not being picked up at Town Hall. Ms. Prunier responded that we were not aware of this and asked that the copies of the bills be mailed out directly to the Haverhill Housing Authority. Mr. Snow responded he would have to speak with his manager first and ask if that would be possible. Ms. Ruiz Vargas asked Mr. Snow if all the tenants in the Town of Groveland were required to pay a security deposit on their electric bills. Mr. Snow responded yes. Ms. Ruiz Vargas asked about the forty-eight-hour notice of reporting a change of the account and stated that our tenant Selector at times faxes this information five days prior and is not sure how this is considered late. Mr. Snow expressed they would like to be notified forty-eight hours from the tenant's exact date of move-out and, GMLD will then convert the account to GHA.

3. Review and Approval of the Minutes of the Meeting of February 23, 2022

Ms. Prunier asked to table this report due to two board members not being present. We do not have a quorum to vote on this report.

4. Review and Approval of Accounts Payable for February 2022

Ms. Burke made a motion to approve the Accounts Payable for February 2022 and received a seconded motion from Mr. Jackson. All were in favor, and Ms. Burke then began the discussion by asking Mr. Moody if unit #107 was only carpeting. Mr. Moody clarified it was carpeting and rubber baseboard for the entire apartment. Ms. Prunier asked if the unit was that bad in shape. Mr. Moody responded yes. Mr. Prunier asked how can these units pass Inspection under these conditions. Mr. Moody replied that when these units get inspected, the units are fully furnished, throw rugs are also in place, and it is easy to miss these things if the problem is covered. Ms. Prunier asked what was the *L.W. Bills/ Alarm Engineering* on the second page of the report. Mr. Moody responded this is the L.W. Bills for the fire alarm system. Ms. Prunier was astonished at such a high bill for only the dumpster pole light. Mr. Moody stated that someone had crashed into this pole. They had to remove the old pole and add a new pole and the light head.

5. Review and Approval of 2019-2021 Write-Offs

Mr. Jackson made a motion to approve the Write-Offs of 2019-2021 and received a seconded motion from Ms. Burke. All were in favor. Ms. Ruiz Vargas proceeded to explain to the board that these write-offs are tenants that either passed away or were evicted a balance on the books. DHCD gives us a certain amount to write off for the year, and this report is for two years. Unfortunately, this was not followed through every year. The fee accountant took the initiative to inform us about this information. Therefore, this has to be voted on by the board to approve these write-offs, and submit to DHCD.

6. Review of the Proposed Annual Plan for the Fiscal Year 2023

Ms. Prunier stated that they will review this packet between now and April 13th, 2022. The plan is to meet on April 13th, 2022, at 3:30 pm before our regular meeting on the same day at 4:30 pm. Ms. Prunier added that we need a quorum of our board to have a successful outcome. Ms. Prunier stated that this meeting is open to our tenants as well. Ms. Ruiz Vargas shared with the board that this information was already posted in the community room over two weeks ago with a copy of the plan and at the town hall.

7. Review of Work Orders for February 2022

Ms. Prunier asked if the washer was repaired from the laundry room. Mr. Moody explained that someone had overfilled the washer, and the spin cycle had possibly poked the drain hose out of the main pipe. We were able to put it all back together and clean it all up. Since then, the issue has not been repeated. Ms. Prunier asked if their contract was almost up for the washers and dryers. Ms. Ruiz Vargas responded that she was uncertain and would have to look into it. Ms. Ruiz Vargas proceeded to inform the board that HHA is currently looking to change their Laundry contractor, and if there is a successful outcome, she would like to do the same with GHA.

8. Report of the Managing Director

Ms. Ruiz Vargas briefed the board about the Managing Director Report. Ms. Ruiz Vargas informed the board the over housed tenant at 82-A Gardner Street, will be transferred to a Haverhill Housing Authority unit for the elderly sometime in September. Ms. Prunier thanked Ms. Ruiz Vargas for looking into getting services for booster shots for all residents in the Groveland area. Ms. Ruiz Vargas is currently waiting for confirmation from The Greater Lawrence Family Health Center. Ms. Ruiz Vargas informed the board that the job for the Resident Coordinator Service was posted. Ms. Prunier asked that once the person is established will tenant's be notified of what hours are set for Groveland so that they can set appointments. Ms. Ruiz Vargas responded yes.

Comment Period for Commissioners and Public

Ms. Burke stated there has been a smoking issue on and off for some time. Ms. Ruiz Vargas asked if the tenant was smoking outside the building. Ms. Burke responded that the tenant is smoking in their apartment, and it is now in the hallways. Mr. Dellea and Ms. Ruiz Vargas stated they would discuss this tomorrow with Mr. Moody further on this case. Ms. Prunier mentioned she sent the stack of letters to the previous Managing Director about this ongoing issue, and this is a problem. Previously, this tenant's caseworker, the tenant, and his mother were called in for a conference to address this with an unsuccessful outcome. There are residents with respiratory problems in that same building. Unfortunately, we have also notified his Vinfen social worker in this matter. They are currently leaving the front doors open so that it does not affect as much for all the other residents. Ms. Prunier expressed her concerns about being fined if the Fire Department notices this front door prompt open. Mr. Jackson stated that this tenant has multiple violations and should be requested to vacate. Ms. Ruiz Vargas asked to give the staff some time to resolve this issue. She expressed this will take some time, but we will work step by step together and approach in other ways that we may have not yet done. We will attempt to contact the Vinfen worker again and maybe get some assistance

Adjournment

There was no further discussion, Mr. Jackson made a motion to adjourn at 5:37 P.M. Then, Ms. Burke seconded the motion and the meeting was adjourned.