

**MINUTES OF THE MEETING  
OF THE GROVELAND HOUSING AUTHORITY  
HELD ON JANUARY 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 4:33 P.M. and called the roll with the following responses:

**Present**

Kathleen Prunier  
Elaine Davey  
Inger Burke  
Kimberly Jackson  
Elizabeth Gorski

**Absent**

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

**2. Review and Approval of the Minutes of the Meeting of November 17, 2021**

The board members reviewed the minutes from the meeting on November 17th, 2021. Mr. Jackson made a motion to accept the minutes and received a seconded motion from Ms. Gorski. All were in favor, and the motion passed. Ms. Prunier mentioned the water bill for Bldg. #4 was missing in the packet given. Ms. Ruiz Vargas responded Ms. LaPlante received the water bill today and will be working on it at once. Ms. Prunier stated she would like to table the water bill report. Ms. Prunier asked about the training for Reasonable Accommodation. Ms. Ruiz Vargas responded training took place on January 11th, and staff is now in compliance with our newly adopted RA policy. In addition, the staff will further continue to attend all training for the best of GHA and the tenants.

**3. Review and Approval of Accounts Payable for November and December 2021**

Mr. Jackson made a motion to approve the accounts payable for November and December and received a seconded motion from Ms. Gorski. All were in favor, and Ms. Burke then began the discussion by stating National Grid bill for heat, was very high, and that everyone is getting a substantially high jump on these bills. Mr. Jackson added that this has been happening since October and November. Ms. Ruiz Vargas agreed and mentioned a high increase in rates this year. Mr. Jackson inquired about the Bradford Plumbing charges for the heating in the hallways. Ms. Gorski stated we discussed this in the past about the excessive heat in the hallways. Ms. Prunier and Ms. Ruiz Vargas asked to revisit this report when Mr. Moody is present. Mr. Jackson proceeded to ask about the inspections from Tom Malynn on page two. Ms. Prunier replied that these inspections done annually to address any issues before HUD performs their annual REAC inspections.

**4. Review of Work Orders for November and December 2021**

Ms. Prunier stated Mr. Moody is currently not present and asked to revisit the work order report.

**5. Discussion on COVID-19 Relief for Rehabilitate & Modernize Public Housing**

Ms. Ruiz Vargas mentioned the email that Mr. Hart received from Mr. Kevin Snow, General Manager Groveland Municipal Light Department. Ms. Ruiz Vargas explained the lighting infrastructure at GHA will not support the increased voltage that the Groveland Municipal Department has been upgrading the town of Groveland due to the age of our buildings. River Pines is currently the last in the area in need of conversion. Ms. Ruiz Vargas requested approval to invite Mr. Snow and Ms. Oldham to discuss the opportunity of receiving this grant. Ms. Prunier asked when will this happen? Ms. Ruiz Vargas responded for the next board meeting. The board members agreed to meet with Ms. Oldham and Mr. Snow.

## **6. Review of Job Advertisement for HHA new Executive Director**

Ms. Ruiz Vargas informed the board the Ad for the new ED has been added to the Eagle-Tribune, Monster, MassNahro, and the Section 8 website. Additionally, she was considering El Mundo but the price of seven hundred is not reasonable. Ms. Ruiz Vargas stated hiring committee would be present on Monday, February 14th. Before that, the mailings would be sealed first for the committee to review. Ms. Prunier was pleased with the information provided on behalf of Ms. Ruiz Vargas. Ms. Prunier went on to ask who is the committee. Ms. Ruiz Vargas stated Mr. Goldfield, Vice-Chair, Ms. Green Byrd, Tenant Representative, and Ms. Early, treasurer State Appointee. Mr. Jackson asked if Groveland HA are involved in the voting process. Ms. Prunier clarified it is only the HHA. Ms. Davey suggested we look into Mass Hire Career Center to add the Ad for the new ED because it is free.

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

Ms. Ruiz Vargas briefed the board about the Managing Director Report. Ms. Prunier questioned why there were three vacancies, if five are, mentioned in the report. Ms. Ruiz Vargas clarified that the three current vacancies at River Pines, the other two units mentioned in the report are units 107 and 402, units that will be ready to be leased up on February 1st and 15th. Ms. Ruiz Vargas stated Ms. Daniels is currently working on updating our waitlist and is now in the verification process with many applicants. Ms. Ruiz Vargas informed the board that HHA has been working diligently with the COVID-19 cases rising and addressing office staff about procedures implemented for the safety of the tenants and employees. In addition, there were six cases of the at-home COVID-19 Rapid Tests disbursed to our tenants and employees from the Haverhill City Hall and protection equipment provided by DHCD and the Massachusetts Emergency Management Agency. Ms. Prunier and the board expressed their gratitude for the distribution; of the COVID-19 kits. Ms. Ruiz Vargas informed the board her next task will be in replacing the front entrance door. Ms. Prunier explained the intent is to add two doors for each building which will be eight altogether. Ms. Ruiz Vargas clarified that this project was already in the budget by the previous Executive Director. Ms. Ruiz Vargas asked to please be patient with her as she is figuring it all out, and currently, this is our primary priority. Ms. Prunier asked if we would start this project gradually. Ms. Ruiz Vargas expressed her concerns in addressing the project in this fashion due to this project was part of the 2020 Capital Fund plan. Ms. Prunier agreed with Ms. Ruiz Vargas. Ms. Prunier inquired about our family housing development that is currently over housed. Ms. Ruiz Vargas stated this is one of her to-dos to address the families that no longer qualify for these units. Ms. Ruiz Vargas mentioned she realized that our Fee Accountant fee increased by twenty-five dollars in November and that she is looking at other avenues that will hopefully work in our favor. Mr. Jackson inquired about the water tanks that are about twenty years old and would like to address this at the next meeting if possible. Ms. Ruiz Vargas agreed and will inform Mr. Moody of his concerns.

## **Comment Period for Commissioners and Public**

There were no comments made.

## **Adjournment**

There being no further discussion, Ms. Gorski made a motion to adjourn at 5:20 P.M. and Mr. Jackson seconded his motion and the meeting was adjourned.