

**MINUTES OF THE MEETING  
OF THE GROVELAND HOUSING AUTHORITY  
HELD ON OCTOBER 20, 2021**

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 4:37 P.M. and called the roll with the following responses:

**Present**

Kathleen Prunier  
Elaine Davey  
Inger Burke  
Kimberly Jackson

**Absent**

Elizabeth Gorski

Also present at the meeting was Joseph A. Hart, Managing Director.

**2. Review and Approval of the Minutes of the Meeting of September 16, 2021**

The board members reviewed the minutes of the meeting of September 16<sup>th</sup> with little discussion. Ms. Davey made a motion to accept the minutes. She received a second from Mr. Jackson. The measure passed with three in favor and an abstention from Ms. Burke.

**3. Review and Approval of Accounts Payable for September 2021**

Mr. Jackson made a motion to approve the accounts payable for September and received a second from Ms. Davey. Mr. Jackson then began discussion asking if the community room had a wifi connection. Mr. Hart told him that it did not. There is Wi-Fi in the office but that is used for administrative purposes. He said we could install a connection but it would cost about \$80 per month, Mr. Jackson continued with questions about some charges by the Groveland Electric Light Company. He asked about the \$43.46 bill for a vacant unit. He thought this was high. Mr. Hart stated that this could be due to renovation activities. He also wondered what the community room bill seemed so much higher than the bills for other buildings. Mr. Hart informed him that the washers and dryers and air conditioning all contributed to the charges. A vote was taken and all were in favor of approving the September accounts payable.

**4. Review of Work Orders for September 2021**

Ms. Prunier asked about the ceiling leak in unit #211 and if it was related to the new roofs. Mr. Hart said that this unit is on the 1<sup>st</sup> floor and it was likely related to the shower in the unit above. As this is an informational report, no vote was necessary.

**5. Review and Approval of State 400-1 Operating Budget**

Ms. Burke made a motion to approve the state operating budget and received a second of her motion from Ms. Prunier. Discussion followed with Ms. Prunier asking if we have made our PILOT payment to the Town for this year. Mr. Hart said we have not and should attend to that obligation soon. Mr. Hart added that James Griffin and Cheryl Roan, our fee accountants, were willing to attend the meeting but he told them it may be better to have them come sometime in the new year to an in-person meeting. Ms. Davey suggested mid-year check up to see where we were at that point. Ms. Prunier asked if the maintenance labor line item included all labor costs. Mr. Hart and Mr. Jackson both confirmed that it did. A vote commenced and all were in favor of approving the FY22 state budget.

## **6. Review and Approval of State Contract for Financial Assistance 5001 in the amount of \$3,826 for FY24**

Ms. Prunier made a motion to approve CFA 5001 for FY24. Ms. Davey seconded her motion. Mr. Hart explained to the group that this is the annual formula funding grant for our three state-aided family housing units. He added that it is difficult to spend due to low capital need at these two buildings. The money cannot be banked until there is enough to do a significant project either, he said. A vote was called and all were in favor of approval. The motion passed.

## **7. Review and Approval of Roofing Project Change Order 1 for Shutters in the Amount of \$44,700**

The board reviewed the change order for the shutters as part of the roof project. Mr. Hart explained that the shutters had been discussed but we may not have formally approved the change order. He wanted to make sure it received a board vote. Mr. Jackson made a motion to approve the shutters change order and Ms. Burke seconded his motion. Upon a roll call vote, the measure passed unanimously.

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

Mr. Hart briefed the board on MassNAHRO's efforts to secure some of the American Rescue Plan (ARPA) funding granted to Massachusetts for deferred capital needs at state public housing developments. He said he had contacted two state senators and four representatives whose districts include Groveland and Haverhill. A plan to allocate those funds is still working its way through the legislature. He also informed them of a vacancy at #107 in River Pines, the status of the hiring of a resident services coordinator and the recent DHCD Property Management Review (PMR) at the family housing units.

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

Ms. Burke told the group that she would prefer to meet in person. Ms. Prunier replied that the board was exercising caution due to the resurgence of Covid-19. Mr. Jackson stated that he has not heard of any resurgence in Groveland. Ms. Davey said she had a family member with Covid, that it's still out there. Ms. Prunier said that she too had a family member with Covid. She also would prefer to meet in person but the conference call format was safer for now. Ms. Davey said that we should be flexible and the safest thing to do is take it month by month. Ms. Burke said she missed the face-t-face meetings. They are more effective. Mr. Hart told the board that he currently has two maintenance people out with Covid-19 and it slows things down. Ms. Prunier said the memo about the common halls and balconies went out. People are still propping doors open with rocks though. The hallway temperature should not be as hot now with the new thermostats installed.

Mr. Jackson told the group that he had met with Leeah Crane the day before who is trying to get the tenant group functioning again. He said he would be glad to receive comments from their group if needed. He said that Ms. Crane would like the new exterior doors to be equipped with electronic operators for handicap accessibility. Two of our (58) residents use wheelchairs for mobility and it would be helpful when residents are burdened with bundles or packages, she was reported to have said. Ms. Prunier asked when this project could be put out to bid and asked about the project to install hatches to the attics. Mr. Hart said it could not go out to bid for a while but the design could be started. Mr. Jackson said the doors are original from 1985. A project would involve more than one trade. We would need wiring for the door openers, he said.

## **Adjournment**

There being no further discussion, Mr. Jackson made a motion to adjourn at 5:23 P.M. Ms. Davey seconded his motion and the meeting was adjourned.