

MINUTES OF THE SPECIAL MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON AUGUST 26, 2021

2021 NOV 10 AM 9:32

TOWN CLERK
RECEIVED

The Commissioners of the Groveland Housing Authority (GHA) met in a special meeting in a conference call on Thursday, August 26, 2021 at 4:30 P.M. The conference call format was arranged through the GoToMeeting internet application and is being used due to the state of emergency per Governor Baker's guidance. Chairperson Prunier called the meeting to order at 4:34 P.M. and called the roll with the following responses:

Present

Kathleen Prunier
Kimberly Jackson
Inger Burke
Elaine Davey

Absent

Elizabeth Gorski

Also present at the meeting were Joseph A. Hart, Managing Director and Clara Ruiz Vargas.

Prior to taking up the agenda, Mr. Jackson said he would like to see our program reserve amounts at the September meeting. Ms. Prunier agreed. Mr. Jackson then stated that the commissioners are supposed to do a walk through of the properties every year and asked the Chairwoman if she does this. She responded that she drives through the properties regularly and relies on the Maintenance Person to keep her informed. Mr. Jackson asked who plans projects for big items and Ms. Prunier answered that we have a comprehensive report. Mr. Hart clarified this by letting Mr. Jackson know about the Physical Needs Assessment (PNA) performed in August of 2018. He said he would provide him with a copy.

Review and Approval of FY21 Year End Operating Statements and Accompanying DHCD Certifications

Ms. Prunier began the discussion by asking if everyone had gone through the year end statements. Mr. Jackson had a question about an entry on the consolidated operating statements. Mr. Hart responded that it could be Covid-19 money but we could ask the accountants at the September meeting. Ms. Burke made a motion to approve the operating statements and received a second from Mr. Jackson. Upon a call of the yeas and nays, the measure passed with hall in favor.

Review and Approval of Change Orders to River Pines Roof Replacement Project in the Amount of \$20,000

Mr. Hart explained that the additional costs for the roofing project were due to the addition of flashing at roof edges and for additional square footage which may not have been calculated into the plans. Ms. Prunier asked for Mr. Jackson's opinion. Mr. Jackson responded that the contractor is responsible for measuring the area of the project. He said the Mike's Construction did a good job so he has no issue with the additional cost. He has no issues with change orders 1, 2 or 3 and thinks the roofs look spiffy. Ms. Davey said she appreciates Mr. Jackson's expertise. Ms. Prunier made a motion to approve the change order and was seconded by Ms. Burke. Following discussion, all were in approval of the change orders for the roofing project.

Adjournment

Mr. Hart stated he would have to collect signatures for the certifications the following day. It was agreed that he would start around 1-0:00 A.M. With that, Mr. Jackson made a motion to adjourn the meeting at 4:56 P.M. Ms. Burke seconded his motion and the meeting was adjourned.