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**MINUTES OF THE MEETING  
OF THE GROVELAND HOUSING AUTHORITY  
HELD ON JUNE 14, 2021**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting in a conference call on Thursday, June 14, 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 4:30 P.M. and called the roll with the following responses:

**Present**

Kathleen Prunier  
Elizabeth Gorski  
Kimberly Jackson  
Inger Burke

**Absent**

Elaine Davey

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

**Review and Approval of the Minutes of the Meeting of May 20, 2021**

The board members reviewed the minutes of the meeting of May 20<sup>th</sup> with little discussion. Ms. Gorski made a motion to accept the minutes with a second from Mr. Jackson. Upon a roll call vote, the measure passed unanimously with an abstention from Ms. Burke.

**Review and Approval of Accounts Payable for May 2021**

The Accounts Payable report was not ready for this meeting due to a family medical issue. Mr. Jackson stated that because no meetings were scheduled for July and August that it would be a long time to wait for approval of the accounts payable. Ms. Gorski inquired if vendors were waiting to be paid. Ms. Prunier stated that no one was waiting for payments and we should put this item on the agenda for September. Mr. Jackson made a motion to take up the item in September and received a second from Ms. Burke. Ms. Prunier asked that members get the report well in advance of the meeting.

**Review of Work Orders for May 2021**

Ms. Gorski asked about the request for a spare key and Ms. Prunier called upon Mr. Moody to answer. He stated that the tenant had found their keys and he closed the work order. Ms. Prunier asked about the parking issue and Mr. Moody said he has been trying to direct people to parking spots while the roof and sidewalk projects are underway but the situation has been chaotic. No vote was required for this review.

**Review and Approval of FY22 Federal Budget**

The board reviewed the budget documents prepared by Gordon Griffin which included a draft of the state budget. Ms. Prunier inquired about the overtime costs for maintenance. Mr. Hart told her that when it snows, we have to clear the walks and roads. She also inquired about the insurance schedule. There being no further discussion, Ms. Gorski made a motion to approve the FY22 Federal Budget. Ms. Prunier seconded her motion and upon a roll call vote, the motion passed unanimously. Mr. Hart explained to the group that the state side of the budget would need to be approved after DHCD issued budget guidelines. This does not happen until the legislature passes the state budget.

### **Report of the Managing Director**

Mr. Hart informed the board that his executive director contract had expired on March 31<sup>st</sup> and the Haverhill Board of Commissioners had placed him under a contract-at-will rather than a one-year or multi-year contract. He said he did not know exactly what the board's plans are but if he were to leave, it could affect the operations of the GHA. He reminded them that the GHA still has a management agreement with the HHA until June 30<sup>th</sup>. He also told them that unit 305 was vacant and under renovation. It is in good condition but may need new carpeting. He also updated them on the progress of the sidewalk improvement project and the roofing project. The sidewalks are close to being finished and the roofs are about halfway complete. Mr. Jackson added that he has been visiting the site daily to monitor progress on both jobs.

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

Ms. Prunier asked about accounts receivable. Mr. Hart told her that the GHA had started legal action with a resident of River Pines that was behind on rent. We were trying to reach out to relatives to resolve the situation as well. Ms. Gorski asked about the dog in building 1 that had generated many complaints in the past. Mr. Moody stated that the dog had moved to the resident's daughter's house. He added that the dog does make an occasional appearance once in a while but is not housed at the complex. Ms. Gorski then asked about the gardens. Mr. Moody told her that there is an allowance for tenants to do plantings and some bushes. Ms. Prunier asked how much is allowed and was told it is \$120. Ms. Gorski asked about the picnic benches. Both Mr. Moody and Mr. Hart recommended buying new ones. Ms. Prunier asked about the possibility of having them made at Whittier Voc-Tech High School. Mr. Hart said that it is probably better to order from a vendor such as Massachusetts Correctional Industries.

Mr. Jackson commented that the contractors are doing a good job. Ms. Prunier said that our next project should be security cameras. Mr. Hart said the installation would be helpful if we were to install a key fob entry system to the apartment buildings because they would both rely on wifi access.

Ms. Prunier asked if there were any more reports of smoking activity in Building 4. Mr. Moody said the resident in question had been verbally warned.

Mr. Moody asked about the Juneteenth holiday. Mr. Hart explained some issues surrounding adopting that day as a holiday and said no action was necessary for this year but it should be revisited before this time next year. Mr. Moody said he was in favor of having a day off during bass fishing season.

### **Adjournment**

With no further comments being offered, Ms. Gorski made a motion to adjourn the meeting at 5:21 P.M. She was seconded by Mr. Jackson and the meeting was ended.