

Awn of GROVELAND
2021 SEP 13 AM 10:33
RECEIVED / POSTED

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON JUNE 2, 2020**

The Commissioners of the Groveland Housing Authority (GHA) met in regular meeting by conference call on Tuesday, June 2, 2020 at 4:30 P.M. The conference call was conducted through the GoToMeeting internet application. This format is being used due to the state of emergency and following Governor Baker's guidance. Chairperson Prunier called the meeting to order at 4:33 P.M. and called the roll with the following responses:

<u>Present</u>	<u>Absent</u>
Inger Burke	None
Elaine Davey	
Elizabeth Gorski	
Valerie Osborne	
Kathleen Prunier	

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

Review and Approval of the Minutes of the Meeting of February 20, 2020

The board tabled this item as it was not listed on the meeting agenda.

Review and Approval of the Minutes of the Meeting of April 30, 2020

Ms. Gorski made a motion to approve the minutes with a second from Ms. Burke. Upon a roll call vote, the minutes were approved with no changes five to zero.

Review and Approval of Accounts Payable for April 2020

Ms. Burke inquired about the payment for carpeting to Ray Diodati. She asked if it was for a single apartment and was told that it was. Ms. Prunier recommended that Elm Park Flooring of Groveland be included when soliciting bids in the future. Ms. Burke made a motion to approve the payables with a second from Ms. Davey. Upon a roll call vote, the payables were approved unanimously. Ms. Prunier again stated she wanted to solicit bids for fee accountants as the Gordon Griffen invoices seem to be increasing. Ms. Osborne added that the GHA should obtain three quotes. Ms. Prunier asked that the May Accounts Payable item be moved to the next meeting.

Review and Approval of Accounts Payable for March 2020

Ms. Prunier asked about the furnace repair at Cannon Hill Extension. She asked to find out when it was installed and if it needed replacement. Ms. Burke inquired about Family Security and was told it is for the office's security system and is a quarterly bill. Ms. Osborne made a motion to approve the March payables and Ms. Gorski seconded. The motion passed unanimously upon a roll call vote.

Review of Work Orders for April and May 2020

The Board reviewed the work orders for April. There seemed to be many work orders for Unit 411. A mice call was discussed and it was stated that the rear door sticks and mice could possibly enter this way. The board recommended the door be fixed. Also, a smell of gas report was logged. This is not possible as there are no combustion appliances in the dwelling units and no gas lines. There was also a

flickering light report in the bathroom. Ms. Prunier asked that this be investigated. No vote was necessary for this agenda item.

Disclosure of Communication between Board Members and the Secretary

The Secretary informed the board by e-mail that the meeting notice was not posted in time to meet on May 28th and the meeting would be held on the following Tuesday, June 2nd, instead. Also in the e-mail was Ms. Prunier's opinion on the Management Agreement fee. She wanted to keep the increase to an annual 2%. Ms. Osborne then responded to the other four board members about: 1) the evaluation of the Managing Director; 2) his writing of the minutes and potential bias affecting the public record; and, 3) the involvement of Clara Ruiz Vargas in the meetings and recommending that she take the minutes.

This communication was read so that the public would have knowledge of the discussion. Ms. Osborne was informed that: 1) the evaluation was for the contractor, the Haverhill Housing Authority, and not the Managing Director; 2) the requirement by Massachusetts General Laws in Chapter 121B §7 and the bylaws of the GHA in Article II §4 and §6 that the Executive Director be the ex officio Secretary to the board and record the minutes; and, 3) Ms. Ruiz Vargas has been in attendance at nearly every meeting but is not required to attend.

Review and Approval of 2020 – 2022 Management Agreement with Haverhill Housing Authority

The board discussed the management agreement beginning with the fee. The fee as approved by the HHA board was \$47,950. The GHA Board asked that the increase in the contract be kept at 2% per year as in the past which would make the fee \$43,058.26 for the fiscal year beginning July 1st. Ms. Osborne mentioned that the nonconforming dog issue and the problem with no smoking policy compliance have not been resolved. Ms. Gorski stated that having the HHA resources available to the GHA made the housing authority stronger. The group then moved on to discussion of the evaluation. With a possible 25 points from each commissioner, Ms. Prunier rated the HHA's performance at 23 along with Ms. Gorski. Ms. Burke tallied 14 points, Ms. Davey recorded 17 and Ms. Osborne registered 11. The total was 88 points or 70%. Ms. Prunier made a motion to approve the management agreement with a 2% increase per year over the current fee of \$42,213.98 or \$43,058.26 for the July 2020 to June 2022 period. Ms. Gorski seconded her motion and upon a roll call vote, four were in favor with Ms. Osborne opposed. The motion passed and will be sent back to the Haverhill board for another vote at the alternate amount.

Report of the Managing Director

The Managing Director briefed the board on vacancies, staff schedules during the pandemic and the arrival of summer help. Signs requiring the wearing of masks were posted and the hall carpets received their annual cleaning. Mr. Hart also briefed the board on his appearance at the Board of Selectmen's meeting on May 26th to discuss the Town's role in the environmental review process. This was done at the request of Selectwoman Kathleen Kastrinelis.

Comment Period for Commissioners and Public

Ms. Gorski began by thanking the Chairman of the Board of Selectmen, Michael Wood, and Ms. Kastrinelis, for getting a stalled process in motion again. Ms. Prunier added that Selectman Edward Watson, Jr. should be credited with restarting the process with Ms. Kastrinelis following up after him.

The 833 Salem Street property was brought up with Ms. Gorski stating that we may want to invite the Chelmsford Housing Authority's Executive Director, David Hedison, to speak with the board about development of affordable housing. Chelmsford has been very successful in developing new affordable housing through its nonprofit partner.

Ms. Osborne asked about the election of officers. MS. Prunier stated that it was not in the agenda for this meeting and would need to take place sometime after annual town elections.

Ms. Prunier asked that an inventory of equipment be compiled by the Maintenance Mechanic/Laborer noting age and condition.

Adjournment

Ms. Gorski made a motion to adjourn at 5:48 P.M. Ms. Burke seconded the motion and the meeting was adjourned.

