

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON MARCH 18, 2021**

TOWN OF GROVELAND

2021 SEP 13 AM 10:36

GROVELAND
TOWN BOARD

The Commissioners of the Groveland Housing Authority (GHA) met in regular meeting in a conference call on Thursday, March 18, 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 4:31 P.M. and called the roll with the following responses:

<u>Present</u>	<u>Absent</u>
Kathleen Prunier	None
Elizabeth Gorski	
Kimberly Jackson	
Elaine Davey	
Inger Burke	

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 February 18, 2021

The board members reviewed the minutes of the meeting of February 18th with little discussion. Ms. Gorski made a motion to accept the minutes. Ms. Davey seconded her motion and upon a roll call vote, the motion passed 4 to 0. Ms. Burke did not vote on the minutes.

Review and Approval of Accounts Payable for March 2021

Mr. Jackson inquired why the National Grid bill for invoice #3 was so much higher than the other bills. Ms. Gorski, Ms. Prunier and Mr. Moody were wondering about this as well. Mr. Hart stated he would look into it. (Note to Minutes: This was a payment for two months of gas service versus the others being one month's service.) Ms. Prunier asked about the gutter cleaning at Gardner Street. Mr. Moody stated that there are plenty of trees near the building and we need to make sure we do not end up with damage from clogged gutters. Ms. Gorski asked about the no heat call at 82A Gardner Street. She wondered why a relatively new system would have issues. Mr. Moody elaborated saying that the power on a zone valve failed. There being no further inquiries or comments, a motion was made by Ms. Gorski to approve the payables with a second by Ms. Burke. All were in favor and the motion passed.

Review and Approval of Work Orders

The report of work orders for February was not available for the meeting. The Executive Director stated it would be available for the next meeting.

Review and Approval of River Pines Roofing Contract for Qualified Low Bidder

Mr. Hart began by reading the bids received on March 17th at Noon. Nine bids were received ranging from \$148,720 to \$387,280. The low bidder was Mike's Construction Company, Inc., of Dudley. Andrew Brockway, project architect, stated to the Executive Director that he had worked with this firm several times in the past and would recommend the bid be awarded to them. Ms. Prunier recommended that Mr. Hart and Mr. Jackson monitor the project. Ms. Gorski added that Mr. Moody should also observe the progress of the work. Mr. Jackson assured them he would let them know if something is not right or if the contractor needed some gentle prodding on the paperwork. With that, Ms. Prunier made a motion

to approve the contract award to Mike's Construction and received a second from Ms. Davey. After a vote, the measure passed unanimously.

Report of the Managing Director

The Director began with an update on vaccinations for River Pines residents. The state stated they should be delivered to Trinity EMS the week of March 17th. He shared with the board that a second layer of shingles was present at River Pines which may drive up replacement costs. Also for the roof project, Mr. Hart appeared at a Zoom Selectmen's meeting on March 15th to answer any questions about the environmental review. He spoke briefly about the GHA Annual Plan, a new state document which compiles data about the housing authority along with some narrative sections. The meeting for the public's review and comment will precede the April 15th meeting. An announcement about the 2021 federal capital grant and a few words about how the on-call maintenance schedule works rounded off the month's report.

Comment Period for Commissioners and Public

Ms. Davey asked about the status of the Resident Services Coordinator hiring. Mr. Hart told her he was still researching salary and hours information and we should be ready soon to select someone as an employee or under a contract.

Adjournment

Following the comment period, Ms. Gorski made a motion to adjourn at 5:11 P.M. Mr. Jackson seconded the motion and the meeting was adjourned.