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**MINUTES OF THE MEETING  
OF THE GROVELAND HOUSING AUTHORITY  
HELD ON SEPTEMBER 16, 2021**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting at the River Pines Community Room at 10 River Pines Drive in the Town of Groveland. Chairperson Prunier called the meeting to order at 4:38 P.M. and called the roll with the following responses:

**Present**

Kathleen Prunier  
Elizabeth Gorski (by telephone)  
Elaine Davey  
Kimberly Jackson

**Absent**

Inger Burke

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

The Chairwoman moved Item 9 to the beginning of the meeting per her prerogative.

**9. Fee Accountants Gordon Griffin LLC – Introduction and Discussion**

Mr. Griffin introduced himself and told the group that Gordon Griffin has 5 accountants, 3 CPAs and 40 clients. In the past, he used to do single audits (an audit required by HUD for federal programs) and worked with Howard Gordon, CPA, for ten years. Mr. Jackson asked about reserves and the budget. Mr. Griffin said that the GHA's state reserves at close to 70%. DHCD went from recommending 20% reserves to 35% fairly recently. For the federal side, he stated that they want to see reserves at six months of operating expenses. The subsidy received is the project expense level.

Ms. Prunier asked about the capital fund. Mr. Griffin explained that the capital fund is a separate budget. If your housing authority has under 250 units, the operating funds can be converted to capital funds, he said. If you do this, you cannot use the operating funds to fix a roof six months later. This is not allowed. Housing authorities should align their physical needs assessments with their capital plans, he said.

Ms. Gorski asked if the GHA is healthy financially. Mr. Griffin responded that yes, we are. We are saving money by using the management contract. Also, the federal programs are funded at seven or eight times state program funding levels. He said the funding from HUD in 2021 was 96.5% of the formula amount. Ms. Prunier added that our Covid-19 funds were spent on cleaning equipment and cleaning out vents in apartments. We spent a lot more than we envisioned. Ms. Gorski asked if more Covid funds would be coming to the GHA. Mr. Griffin said that no, they are not sending more. They are making money available to prevent evictions. There is no accounts receivable issue in the GHA, he added, and accounts receivable tripled at other housing authorities. Ms. Ruiz Vargas agreed, saying, that people just stopped paying.

Mr. Griffin spoke briefly about the state Ch. 705 Family Housing program saying that it is a lot of trouble with such a small portfolio. We have to jump through hoops for three units. Ms. Prunier said these units are an asset to the Town and helps to take care of people who need help.

Mr. Griffin spoke about RAD (Rental Assistance Demonstration) conversion for River Pines. This program converts the subsidy method for federally assisted public housing to a project based Section 8 subsidy. With a conversion to project based vouchers, the GHA would receive about \$1,300 per unit. The operating and capital subsidies would no longer be paid. The Haverhill Housing Authority could administer the RAD Section 8 vouchers. Mr. Griffin concluded his remarks and thanked the group. Ms. Davey asked when he might come back and he responded that he would be happy to come a few times a year or for a budget meeting. With that, he left the meeting and the regular business of the board was addressed.

#### **1. Review and Approval of the Minutes of the Meeting of June 14, 2021**

The board members reviewed the minutes of the meeting of June 14<sup>th</sup> with little discussion. Mr. Jackson made a motion to accept the minutes with a second from Ms. Prunier. Upon a roll call vote, the measure passed unanimously with an abstention from Ms. Davey.

#### **2. Review and Approval of the Minutes of the Meeting of August 26, 2021**

The board members reviewed the minutes of the meeting of August 26<sup>th</sup> briefly and Mr. Jackson made a motion to accept. Ms. Davey second his motion and with a vote having been taken, three were in favor, Ms. Gorski abstained and the measure passed.

#### **3. Review and Approval of Accounts Payable for May 2021**

The board reviewed the accounts payable report for May. Mr. Jackson inquired about Gene Geary's White Mountain Locksmiths. He asked if the housing authority had a key machine. Mr. Moody answered that we do have a key machine and this invoice was for blank keys with a wide paddle handle. The helps residents locate their door keys quickly on a key ring. Mr. Jackson was satisfied with his answer and Ms. Davey made a motion to accept the May accounts payable. Ms. Prunier seconded her motion and the measure passed unanimously.

#### **4. Review and Approval of Accounts Payable for June 2021**

The board reviewed the June report with Ms. Gorski asking about Gene Geary's White Mountain Locksmiths' charge for \$150. Mr. Moody said that this was to re-key some locks. During a unit turnover, he found that the unit had two different keys for the outside and inside doors. This happened because of disruptive behavior from a tenant in another building which ceased some time ago. Mr. Moody needed to re-key the locks to have them be consistent with the other apartments. Mr. Jackson asked about the charges to the Kaknes Enterprises, Inc., for gas for the truck. Mr. Moody said that two months charges had ended up being paid in June. With no further discussion, Ms. Davey made a motion to approve the June accounts payable. Mr. Jackson seconded her motion and upon a roll call vote, the measure passed with all in favor.

#### **5. Review and Approval of Accounts Payable for July 2021**

The board reviewed the July 2021 accounts payable report with little discussion. Ms. Davey made a motion to accept the report with a second from Ms. Prunier. The motion passed with all in favor.

#### **6. Review and Approval of Accounts Payable for August 2021**

Ms. Davey began the discussion by asking about the carpet cleaning by A1 Hone and Carpet Care. She was told by Mr. Moody that the common area carpets were cleaned once the construction projects were substantially complete. Carpet cleaning usually happens after the winter months. Ms. Prunier stated that she wanted purchases like the new X-Mark zero-turn lawnmower, which cost \$7,349,

discussed with the board in advance prior to completing a work order. She also said the costs for mulch were high.

Ms. Prunier stated she would like for the next meeting to be held on Wednesday at 4:30 rather than the usual Thursday to accommodate a board member's schedule. All present were in agreement with the adjustment to the meeting time.

#### **8. Review of Work Orders for June, July and August 2021**

The board, having received the work order reports well in advance of the meeting, had little comment on the work orders performed and moved on to the next agenda item.

Ms. Gorski left the meeting at this point at 5:30 P.M. due to having another commitment.

#### **10. Review and Approval of Paving Project Change Order 1 in the Amount of \$12,700**

The board reviewed the paving project change order 1 with little discussion. Ms. Davey made a motion to approve the change order and was seconded by Ms. Prunier. Upon the call of a vote, the measure was approved with all in favor.

#### **11. Review and Approval of Paving Project Change Order 2 in the Amount of \$1,600**

The board reviewed change order 2 again with little discussion. Ms. Prunier made a motion to approve the change order. Ms. Davey seconded her motion and following a roll call vote, the motion passed with all in favor.

#### **12. Review and Approval of Paving Project Final Requisition #5 in the Amount of \$9,965**

The board reviewed the requisition for the final payment for the paving project and Ms. Prunier again made a motion to approve this time with a second from Mr. Jackson. Upon a roll call vote, the motion passed with all in favor.

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

Mr. Hart briefed the board on the recent cook out, the capital plan which is behind schedule and the passing of former Executive Director William Salley.

Mr. Hart told the board that he still has not gotten anything in writing about his future as Executive Director. He stated the board may wish to consider hiring its own Executive Director when the Management Agreement expires on June 30<sup>th</sup>. He stated he did not know what the HHA's plan would be if he were to leave the HHA. He recommended keeping in place the merged maintenance operations and having the administrative functions continue to be conducted by the HHA office staff under a separate agreement. Ms. Prunier stated she had spoken with Robert Driscoll, Chairman of the Haverhill Housing Authority, who said any change would be seamless for the GHA.

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

Ms. Prunier shared a letter she had received from Fire Chief Robert Valentine regarding tenant belongings in common areas. He said that all hallways and balconies must be kept clear of tripping hazards and obstructions and interior hallway fire doors must be kept closed. Ms. Prunier asked that this letter be distributed to residents right away. And items left in common areas after that be thrown away. Ms. Davey said they should be notified first and if they do not comply, the items should be removed.

Ms. Prunier asked about the status of the resident services coordinator hiring. Mr. Hart stated he had talked to Elder Services that day and they were working on filling the position.

Mr. Jackson asked Mr. Moody about the plowing and whether the Town performed this service or it was done in house. Mr. Moody replied that the Town does one pass through River Pines and maintenance does the clearing of the remaining roadway and parking areas.

**Adjournment**

There being no further discussion, Mr. Jackson made a motion to adjourn at 6:02 P.M. Ms. Prunier seconded his motion and the meeting was adjourned.