

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON January 31, 2023**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting in a conference call format using the GoToMeeting application. This was in response to the resurgence of the Covid-19 virus and its variants. Chairperson Prunier called the meeting to order at 4:30 P.M. Ms. Gorski made the first motion, and Mr. Jackson seconded the motion. All were in favor of starting 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 the Managing Director, Clara Ruiz Vargas, Dan Dellea, Jose Montan, Marilyn Daniel and Alex Torres.

Review and Approval of the Minutes of the Meeting of November 28, 2022

Ms. Gorski motioned to approve the meeting minutes of November 28, 2022, with a second from Mr. Jackson. The motion passed unanimously. Ms. Prunier requested a follow-up on the consultation with legal counsel about the no-smoking policy. Ms. Ruiz Vargas replied that Ms. Daniel had reached out to Atty. Jonathan Driscoll and informed him to deliver notices to all of the residents citing the no-smoking policy referenced in their lease.

Review and Approval of Accounts Payable for December 2022

Ms. Gorski motioned to approve the Accounts Payable Report for December 2022, with a second from Mr. Jackson. All were in favor. Ms. Prunier asked about a follow-up on the no heat cost and a strobe replacement cost on the November 2022 report. Ms. Ruiz Vargas said this was clarified at some point on the November 28, 2022, meeting, and Mr. Jackson confirmed. Ms. Ruiz Vargas apologized for any confusion. Ms. Gorski inquired if the vendor A1 Extermination was a follow-up in the unit or a new occurrence. Mr. Montan replied it was a follow-up. Ms. Prunier informed the board that she would like to conserve a bit of money and would prefer to purchase the Christmas wreaths from Market Basket next year and attach the bows herself.

Review and Approval of ARPA Formula Funding

Mr. Jackson motioned to approve the ARPA Formula Funding contract and received a second from Ms. Gorski. All were in favor, and discussion ensued. Ms. Ruiz Vargas explained the outline of the agreement and the awarded amount. Mr. Jackson commented that the contract was addressed to the previous managing agent and would like to have this corrected. Ms. Ruiz Vargas replied before the execution of the contract, she would ensure that it is revised to reflect the new managing agent contact.

Review and Approval of Bid Review and Recommendation for: Common Hallways Finish Flooring Replacement Project

Ms. Prunier made a motion to approve the Bid Review and Recommendation for the Common Hallways Finish flooring replacement project and received a second from Mr. Jackson. All were in favor. Ms. Prunier questioned what the clerical error from the apparent low bidder was. Mr. Dellea replied that the contractor did not include one of the buildings.

Review and Approval of Owner-Contractor Agreement for: Common Hallways Finish Flooring Replacement Project

Ms. Gorski made a motion to accept the Owner-Contractor Agreement for the Common Hallways Finish Flooring and received a second from Ms. Burke. All were in favor, and minimal discussion ensued.

Review and Approval of Management Agreement FY22-FY24

Ms. Gorski made a motion to approve the Management Agreement FY22-FY24 and second by Mr. Jackson. All were in favor, and minimal discussion ensued.

Review of Work Orders for December 2022 and January 2023

Ms. Burke inquired about a tenant requesting paint. Mr. Torres replied that he informed the tenant that GHA does not provide tenants with paint. Ms. Prunier questioned if there were mice problems in Bldg. #1, and if we've taken care of the problem. Mr. Torres replied yes, and that there was only one unit that had this problem. No vote of approval was necessary.

Review of DHCD Resident Service Coordinator Award Letter

Ms. Ruiz Vargas reviewed the award letter with the board, and the board was very pleased with the awarded grant amount. No vote of approval was necessary.

Report of the Managing Director

Ms. Ruiz Vargas updated the board with the release of funds from HUD for the replacement of the common hallway flooring project, and updated them with the door entry project as well. Ms. Ruiz Vargas also itemized a few more updates that pertained to the laundry room bid proposal, the Town of Groveland's invitation to be part of the Housing Production committee, and the results of the RCAT Property Assessment inspection for 82 Gardner Street and 16 Cannon Hill Extension. She explained that GHA had prioritized the removal of the hazardous trees at 16 Cannon Hill due to safety. She also updated the board with any unit vacancies, occupancy and legal matters related to leasing violations.

New Business

None to report

Comment Period for Commissioners and Public

Ms. Prunier commented on soliciting a new fee accountant; she is unhappy with the monthly charge of \$1000.00 and finds it a bit excessive. A discussion ensued about the current eviction process for one of the tenants. Ms. Prunier suggested taking pictures of the units when they are completed and ready to lease.

Adjournment

There was no further discussion; Ms. Prunier motioned to adjourn at 5:25 P.M. Then, Mr. Jackson seconded the motion, all were in favor, and the meeting was adjourned.