

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON April 26, 2023**

The Commissioners of the Groveland Housing Authority (GHA) met in a regular meeting in a conference call format using the GoToMeeting application pursuant to Chapter 2 of the Acts of 2023.

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

Absent

Elaine Davey
Inger Burke

Also present at the meeting were the Managing Director, Clara Ruiz Vargas, Dan Dellea, Marilyn Daniel and Alex Torres.

Review and Approval of the Minutes of the February 22, 2023 Meeting

Ms. Prunier motioned to approve the meeting minutes of February 22, 2023, with a second from Ms. Gorski. The motion passed unanimously, and minimal discussion was ensured.

Review and Approval of the Minutes of the March 29, 2023 Annual Plan Meeting

The minutes of the Annual Plan Meeting held on March 29, 2023, were not presented because Commissioner Inger Burke was absent.

Review and Approval of Accounts Payable for February 2023

Ms. Prunier made a motion to approve the Accounts Payable Report for February 2023. Ms. Gorski seconded the motion, and the motion passed unanimously. Mr. Jackson then asked about the cost of paint for 82A Gardner Street. Mr. Dellea clarified that the size of the unit determines the price.

Review and Approval of Accounts Payable for March 2023

Ms. Prunier motioned to approve the Accounts Payable Report for February 2023, which received a second from Mr. Jackson and was unanimously approved. She then asked about the cost of extermination services for bed bugs, to which Mr. Dellea replied that the neighboring units must also be treated.

Review and Approval of Haverhill Bank-Update Signatory Card

Ms. Gorski motioned to approve the Haverhill Bank-Update Signatory Card, with a second from Mr. Jackson. All were in favor.

Review and Approval of Wage Match for State Housing Program Tenants

Ms. Ruiz Vargas provided an explanation of the Wage Match program for tenants of the State Housing program. She also mentioned that this certification needs to be completed annually. Ms. Prunier made a motion to approve the Wage Match certification, and Mr. Jackson seconded it. The motion was unanimously approved.

Review of Work Orders for March 2023

Ms. Prunier stated that there has been an increase in work orders this month. Mr. Dellea clarified that it is because Mr. Torres has been trained to create work orders for daily tasks.

Review of Work Orders for April 2023

There were no comments from the commissioners regarding the Work Orders for April 2023.

New Business

None to Report

Report of the Managing Director

During the meeting, Ms. Ruiz Vargas provided the board with information about upcoming projects and bid proposals related to laundry, training, vacancy, and occupancy. In addition, Mr. Jackson expressed his satisfaction with the tree removal process at 16 Cannon Hill Rd and complimented the vendor for their professionalism and efficiency.

Comment Period for Commissioners and Public

No other matter was presented at this time.

Adjournment

There was no further discussion; Ms. Gorski motioned to adjourn at 5:06 P.M. Then, Mr. Jackson seconded the motion, all were in favor, and the meeting was adjourned.