

**MINUTES OF THE MEETING
OF THE GROVELAND HOUSING AUTHORITY
HELD ON May 31, 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 4:31 P.M. Ms. Gorski made the first motion, and Ms. Prunier 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
Elaine Davey

Absent

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

Review and Approval of the Minutes of the April 26, 2023 Meeting

Mr. Jackson made the motion to approve, Ms. Gorski seconded this motion. All were in favor. Ms. Burke was unable to vote due to not being present at the last meeting.

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

Mr. Jackson made the motion to approve, Ms. Gorski seconded this motion. All were in favor.

Review and Approval of Accounts Payable for April 2023

Ms. Gorski made the motion to approve, Mr. Jackson seconded this motion. All were in favor. Mr. Jackson inquired about the high water bill at 82B Gardner St. Mr. Dellea and Mr. Montan explained that there was a leak in the shower. Mr. Dellea and Mr. Montan also explained that they had checked and fixed the water issues that were also occurring at 10 River Pines.

Review and Approval of Accounts Payable for May 2023

Ms. Gorski made the motion to approve, Ms. Prunier seconded this motion. All were in favor. Mr. Jackson inquired about a recently installed thermostat having to be replaced again. Jose explained that the thermostat that had been installed by Action Energy was defective at the time of installment. Due to the nature of the emergency call, Bradford Plumbing had to install a new one.

Review and Approval of April 2021 thru June 30, 2022 Write Offs

Ms. Gorski made the motion to approve, Ms. Burke seconded this motion. All were in favor. Ms. Ruiz-Vargas explained the details of the write offs. Ms. Ruiz-Vargas explained to the board that the write offs consisted of vacated units left with a balance of \$3282. A percentage of this amount will be written off per DHCD approval. The board had no further comments.

Review and Approval of Agreed Upon Procedures Audit FYE June 30, 2022

Mr. Jackson made the motion to approve, Ms. Gorski seconded this motion. All were in favor. Ms. Ruiz Vargas explained the details of the audit. The audit consists of the agreed-on procedures

that must be followed by the housing authority, the housing authority responded to and submitted the results of one finding. After this finding, the housing authority has implemented a policy to notify the tenants with a 14-day notice of changed rent. Ms. Ruiz-Vargas also informed the board that the housing authority is now working with a new CPA, Mr. Thomas Flaherty. The board had no further comments.

Review and Approval of Laundry Equipment Lease & Maintenance Contract

Board needed to approve contract for five years. Prunier made the motion to approve, Ms. Gorski approved this motion. All were in favor. Mr. Dellea explained the details of the contract. Mr. Dellea explained that the housing authority will receive 80% of the revenue from the new washing machines. The cost will remain the same for tenants. The contract being approved is a five-year contract with Fowler Route Laundry Services. Ms. Prunier responded by congratulating the housing authority for good work.

Review of Work Orders for May 2023

No approval necessary. No comments were made.

New Business

No new business.

Report of the Managing Director

Ms. Ruiz-Vargas read the report out loud. There were no comments or questions from the board on the matter.

Comment Period for Commissioners and Public

Ms. Prunier inquired about the status of the carpets that were replaced with flooring. Ms. Ruiz-Vargas responded stating that replacement was successful and the results look great. Ms. Prunier also asked for an update on 82B Gardner St. Ms. Ruiz-Vargas explained that the housing authority is still waiting on the approval of a raft application to begin a payment agreement. Ms. Prunier also asked about DHCD having a new name. More information on this matter will be provided in the next board meeting.

Adjournment

There was no further discussion; Ms. Gorski motioned to adjourn at 5:19pm, Mr. Jackson seconded the motion. All were in favor. The meeting was adjourned.