



GROVELAND HOUSING AUTHORITY

Minutes of the Board Meeting of October 30, 2024



The Commissioners of the Groveland Housing Authority (GHA) met in regular session on *Wednesday, October 30, 2024, at 4:30 P.M.* in a hybrid format, allowing both in-person and virtual attendance. The in-person meeting was held in the Community Room at 10 River Pines Drive, Groveland, MA 01834. Virtual Attendees joined the meeting via conference call using the Zoom application in accordance with Chapter 2 of the Acts of 2024.

Ms. Davey called the meeting to order at 4:31pm. Ms. Burke made the first motion, and Ms. Gorski seconded the motion. All were in favor of starting the meeting and called the roll with the following responses:

Board Members Present: Elizabeth Gorski, *Vice-Chairperson* (Virtual)
Inger Burke, *Tenant Representative*
Kimberly Jackson, *State Appointee* (Virtual)
Elaine Davey, *Member*

Board Members Absent: Kathleen Prunier, *Chairperson*

Others Present: Ms. Ruiz Vargas, *Executive Director* Dan Dellea, *Deputy Director*
Patrick Driscoll, *Directors' Assistant* Jose Montan, *Maint. Supervisor*
Dania Amador, *Public Housing Mgr.* Marilyn Daniel, *Compliance Officer*
Remi Charoux, *Maintenance Staff* James Griffin, *GHA Fee Accountant*

Several Tenants of the River Pines Drive Complex

Review and Approval of GHA FY25 Budget

Mr. Griffin went over the particulars of the FY25 Budget with the Board. Noting that the budget is projected to increase reserves by approximately \$50,000.00. Ms. Gorski stated that the FY25 Budget anticipated a large tenant rent increase and asked where the number was derived from. Mr. Griffin explained that the projected tenant rent increase coincides with Cost-of-Living Adjustment (COLA) increase amounts and reminded everyone that tenant rent amounts are based solely on 30% of their Net Annual Income as this relates to Federal Public Housing. Ms. Burke motioned to approve the GHA FY25 Budget and Ms. Gorski seconded the motion. After a roll call, all members voted in approval.

Review and Approval of FY25 EOHLC Budget Certificates

Ms. Ruiz-Vargas explained the purpose and requirements of the Budget Certificates to the Board including the necessity of Board Member signatures. Mr. Jackson asked if the Board needed to postpone voting on the FY25 EOHLC Budget Certificates due to Chairperson Prunier's absence. Ms. Ruiz-Vargas responded no; there is a quorum and the board can vote on the matter. Ms. Gorski motioned to approve the FY25 EOHLC Budget Certificates and Mr. Jackson seconded the motion. After a roll call, all board members voted in approval.

Review and Approval of Low Bid Recommendation for Exterior Door Replacement Project

Mr. Dellea went over the Low Bid Recommendation for the Exterior Door Replacement Project with the board. He explained that the first low bidder had been disqualified and that the Architect recommended Pasek be approved in their place. Mr. Jackson asked what the estimated completion date was. Mr. Dellea answered that the completion date would be known during the phase of project-planning that comes after approval. A roll call vote was then taken with all present members voting to approve the Low Bid Recommendation for the Exterior Door Replacement Project.

Review and Approval of the Minutes of the September 25, 2024 Meeting

The Minutes of the September 25, 2024 meeting were reviewed and discussed. Ms. Davey took a roll call vote that resulted with all present members voting to approve the September 25, 2024 Meeting Minutes.

Review and Approval of the Accounts Payable for September 2024

Ms. Burke noted that in previous months the company *FreshAir* had two invoices, but for the month of September 2024, only had one and asked the reason. Ms. Ruiz-Vargas explained that the second invoice had arrived late. Mr. Jackson motioned to approve the Accounts payable for September 2024 and Ms. Gorski seconded the motion. After a roll call, all board members present voted in favor.

Review and Approval of GHA Policy Section IX: Parking Update

Ms. Amador explained the purpose and reasoning for requesting GHA's Parking Policy be updated. Many vehicles are parking at GHA that don't belong to residents and some resident households have more than one car. The intent is to better control parking at River Pines Drive by keeping track of tenant vehicles, assigning unused parking spaces, and enforcing visitor parking. Ms. Amador emphasized that there is no change to the Parking Policy itself but re-iterated that, if a tenant does not own a vehicle then they do not have an assigned parking spot and should a tenant get a vehicle, they must contact the office to be assigned a parking spot. A roll call vote was then taken and all members voted favorably to approve the GHA Policy Section IX Parking Update.

Review of HOTMA Sections 102 & 104 Implementation Delay in Housing Information Portal (HIP)

Ms. Amador informed the board as to why HOTMA has been delayed and explained that the form the Federal Government is supposed to provide HUD has been difficult to create. Ms. Amador has yet to be provided with an estimated start date for HOTMA but will notify tenants and the board when she knows. Ms. Ruiz-Vargas noted that this item was meant to be voted on and was mislabeled on the agenda. Ms. Davey moved to change item #8 on the Agenda to **Review and Approval of HOTMA Sections 102 & 104 Implementation Delay in Housing Information Portal (HIP)**. Ms. Davey made the first motion and Ms. Burke seconded. A roll call vote was taken and with all members approving the change. Next, Ms. Davey took a roll call vote to approve the Implementation Delay for HOTMA Sections 102 & 104 in HIP. All members voted unanimously in approval.

Review of Work Orders for September 2024

Ms. Gorski noted that the Meeting Agenda contained a typo and that the work orders to be reviewed were for October 2024. They were then subsequently reviewed.

Review and Approval of Any New Business

No new business to discuss or approve.

Report of the Managing Director

Ms. Ruiz-Vargas read the Managing Director's Report to the board and emphasized the importance of the Board Members completing the Mandatory Trainings on-time.

Correspondence

– None

Comment Period for Commissioners and Public

At the start of the Comment Period for Commissioners and Public it was realized that Ms. Gorski, who was virtually attending the meeting, was no longer present on the Zoom application.

Ms. Bodenraider, Unit #208 asked if the card readers on the laundry machines would be replaced as they were not working and upon further discussion it was discovered that the company who manages the card readers had replaced them without notifying the GHA. Several other tenants in attendance each took turns thanking GHA for updating the parking policy, listening to their concerns, and asked if something could be done about the trees that are littering the grounds with acorns and sap. Ms. Ruiz-Vargas said that it would be looked in to.

Adjournment

There was no further discussion. Ms. Burke motioned to adjourn the meeting and Mr. Jackson seconded the motion. After a roll call, all members voted favorably to adjourn and the meeting ended at 5:34pm.