



# GROVELAND HOUSING AUTHORITY

## Minutes of the Board Meeting of February 26, 2025



The Commissioners of the Groveland Housing Authority (GHA) met in regular session on *Wednesday, February 26, 2025*, 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. Prunier called the meeting to order at 4:33pm. Mr. Jackson made the first motion, and Ms. Burke seconded the motion. All were in favor of starting the meeting and called the roll with the following responses:

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

**Board Members Absent:**

**Others Present:** Ms. Ruiz Vargas, **Executive Director** Dan Dellea, **Deputy Director**  
Patrick Driscoll, **Directors' Assistant** Remi Charoux, **Maintenance Staff**  
Dania Amador, **Public Housing Mgr.**

Several Tenants of the River Pines Drive Complex

### **Review and Approval of the *Minutes of the January 29, 2025 Meeting***

Ms. Burke motioned to approve the Minutes of the January 29, 2025 meeting, and Mr. Jackson seconded the motion. After a brief discussion and a roll call, Ms. Prunier, Mr. Jackson, Ms. Davey, and Ms. Burke voted in favor.

### **Review and Approval of the *Accounts Payable for January 2025***

Mr. Jackson asked why the water bill for Building #1 was so high compared to the other three residential buildings and suggested it might indicate leak. Mr. Dellea responded that the matter would be investigated, and Ms. Ruiz Vargas said she would contact the Town of Groveland's Water Department for more information. Ms. Prunier added that if such a noticeable disparity is discovered on a future bill, it should be investigated and addressed before paying the invoice. Ms. Davey then motioned to approve the Accounts Payable for January 2025, and Ms. Gorski seconded the motion. After a roll call, all members voted in favor except Mr. Jackson, who opposed. The motion carried.

### **Review of *FYE 06/30/2025 Operating Budget Approval Letter***

Mr. Dellea explained that GHA's Allowable Non-Utility Expense Level (ANUEL) operating budget for FYE 2025 had been approved and that all approved expenditures may be implemented at the start of that fiscal year.

### **Review of *Work Orders for February 2025***

The February 2025 Work Orders were reviewed without question.

### **Review and Approval of *Any New Business***

No new business was discussed or approved.

### **Report of the *Managing Director***

The Managing Director's Report was reviewed. Ms. Ruiz Vargas noted that the Town of Groveland will no longer assist GHA with snow plowing due to recent budget cuts. Ms. Prunier added that Chapter 90 formula funding for roadways is being explored and that she would follow up with Ms. Ruiz Vargas when she knows more. Ms. Ruiz Vargas also noted that the single vacant unit at GHA was leased by Ms. Amador today, February 20, 2025. She further informed the board that the Management Agreement between GHA and Haverhill Housing Authority (HHA) was up for renewal and that each member needed to complete and return the Executive Director Evaluation Form before the next meeting.

### **Correspondence**

Correspondence was reviewed.

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

- Ms. Prunier asked how snow plowing at GHA had gone this winter, and Mr. Charoux responded that it went well and that a significant amount of snow removal was completed. Ms. Gorski asked if GHA has its own plow truck, and Mr. Dellea confirmed that it does but noted that the truck is older and that a replacement should be considered.
- **Charmain Bodenrader (#208)** commended Mr. Charoux for his handling of a very challenging winter and for working during storms at all hours.
- **Leeah Crane (#405)** inquired about the progress of GHA's project to install additional lighting around the property. Ms. Ruiz Vargas responded that the project is on track and going well. Mr. Charoux confirmed that an electrician was on-site earlier in the day to assess potential locations for LED lighting and to provide GHA with an estimated cost.

### **Adjournment**

There was no further discussion. Ms. Gorski 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 5:22pm.