

**MINUTES OF THE MEETING OF THE TOPSFIELD HOUSING AUTHORITY  
HELD ON FEBRUARY 8, 2024**

The Commissioners of the Topsfield Housing Authority (THA) met in a regular meeting held in-person and at the Community Room, 69 Washington Street, Topsfield, MA 01983.

Board member Jen DiCarlo, standing in for Chairperson Rafferty, called the meeting to order at 9:08 AM.

Ms. Gibson made the first motion, and Mr. McCarthy seconded the motion.

All in favor of starting and called the roll with the following responses:

**Present**

Jenn DiCarlo

Jerry McCarthy (via telephone)

Colleen Gibson

**Absent**

Tulisa Rafterty, Chairperson

Also present: Managing Director, Clara Ruiz Vargas; Dan Dellea; Stephanie Spencer; Kathleen Hunt; and several tenants from Little Brook Village also in attendance.

Brief discussion that Ms. DiCarlo would step in to Chair the meeting in Chairperson Rafterty's absence.

Disclosure made by Ms. Ruiz Vargas that the meeting is to be recorded for transcription purposes.

**Review and Approval of the Minutes of the Meeting of December 14, 2023, Meeting**

Motion to approve the REVISED Minutes of the December 14, 2023, Meeting

VOTE: Motion to approve the December 14, 2023, Meeting Minutes by Ms. Gibson; 2<sup>nd</sup> by Mr. McCarthy; all in favor, unanimous.

**Review and Discussion of Any New Business**

Introduction of Dan Dellea, HHA Deputy Director and Procurement Manager. Mr. Dellea discussed the multiple modification projects that are related to THA.

- 298035 – Paving Project
  - Schematic designs have been submitted, Designer feels they need to be revised and more needs to be added. Should have new designs in the next few weeks, looking to address ADA compliance. Cost of this project expected to increase.
- 298038 – Siding of Building 1
  - Looking to schedule Warranty Walkthrough, trim concerns (not in original specs)
- 298042 – Walkways
  - Completed, not yet invoiced by vendor
- 298043 – Shower conversion
  - Completed
- 298044 – Bollard Installation
  - Cancelling project and integrating work into #298035
- 298045 – Water Heaters
  - Completed, awaiting inspection dates for the Electrical and Plumbing Inspectors, and scheduling Punchlist walkthrough.
- 298046 - #3A Turnover
  - Construction documents still on process
- 298047 – Emergency Surge Protectors
  - Completed

- 298048 – Emergency Treework
  - Completed, Dan to look into as more work may need to be added.
- 298049 – HP Fire Alarm
  - Completed

Paving project #298035 is #1 priority. Secondary is the Siding Project to complete remaining buildings.

Ms. Ruiz Vargas to apply through “One Stop Application” for grant monies and additional financial assistance for Siding project. She will be reaching out to a Grant Writer for assistance in completing the application and writing the grant documents. Additional monies could come through if the Bond Bill passes through the State House on July 1, 2024.

LTO President, Kathleen Hunt, stated she had been in conversation with Senator Bruce Tarr and attempting to brainstorm ideas for additional funding for these projects.

### **January Payable review**

No concerns or inquiries from Board Members.

### **Review of Executive Director’s Report**

#### *Administration and General*

4 vacancies, one unit offline for a Mod project, 0 move ins for December

The waitlist has 3,518 applicants, 1,520 are elderly, 1,998 are non-elderly,

2 transfers on transfer waitlist

#### *Financial*

Enclosed: November operating statements

Check summary report for December is \$46,084.70

### **Public Comment**

LTO (Local Tenant Association)

- Ms. Hunt requesting payment to LTO from THA. Ms. Ruiz Vargas requested Financial documents supporting expenses incurred for next meeting. Ms. Vargas suggests that any supplies Ms. Hunt may need can be requested to the Property Manager and supplied through the PM’s office, additionally, any flyers needed can be emailed to Ms. Spencer, printed and delivered to Ms. Hunt to avoid extra expenses.
- Italian Dinner (Valentine’s Dinner) scheduled for Wednesday, February 14, 2024. Request for 6 tables and option to allow wine only for the event. Ms. Ruiz Vargas and Ms. DiCarlo advised Ms. Hunt of the liability of the request and revised the request to state wine (specifically), that all consumption would take place inside the Community Room, no one is to leave the room with an open container, consumption only by guests of the dinner, no outside persons and Ms. Hunt is to produce a report of the event to the Board at the next meeting.
- Ms. Ruiz Vargas requested the hierarchy for the LTO’s leadership from Ms. Hunt for the next Board meeting.

### **Adjournment**

No further discussion.

Motion for Adjournment: 9:50 am by Ms. Gibson; 2<sup>nd</sup> by Mr. McCarthy; Unanimous, all were in favor.

The meeting is adjourned.