

**MINUTES OF THE MEETING OF THE TOPSFIELD HOUSING AUTHORITY  
HELD ON March 21, 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.

Chairperson Rafferty, called the meeting to order at 9:09 AM.

Ms. DiCarlo made the first motion, and Ms. Gibson seconded the motion.

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

**Present**

Tulisa Rafferty, Chairperson  
Jenn DiCarlo  
Jerry McCarthy (via telephone)  
Colleen Gibson

**Absent**

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

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 February 8, 2024, Meeting**

Motion to approve Minutes of the February 8, 2024, Meeting

VOTE: Motion to approve the February 8, 2024, Meeting Minutes by Ms. DiCarlo; 2<sup>nd</sup> by Ms. Gibson;  
all in favor, unanimous.

**Review and Discussion of Any New Business**

Invoice presented by Ms. Ruiz Vargas for Glionna Plumbing & Heating for the water heater project in the amount of \$93,100.00 for approval and payment.

VOTE: Motion to approve made by Mr. McCarthy; 2<sup>nd</sup> by Ms. DiCarlo, all in favor, unanimous.

**Review and Approval for signing of Institute for Savings bank forms**

Forms are presented to the Board for removal of Diane Drinan and addition of Clara Ruiz Vargas and Daniel Dellea to the account.

VOTE: Motion to approve documents made by Ms. DiCarlo; 2<sup>nd</sup> by Ms. Raftery; all in favor, unanimous.

Documents are unable to be signed at this time due to Mr. McCarthy being out of the state. Matter tabled until next board Meeting on April 11, 2024.

**February Payable review**

February Payable presented to the Board.

Ms. DiCarlo inquired about the invoice to Joppa Flats, this invoice is for the windows in vacant unit 4; Ms. DiCarlo inquired about the invoice for GIC, Ms. Spencer explained the invoice is for multiple months as GIC changed the way the distribute invoices and that now they need to be retrieved as opposed to being sent; Ms. Raftery inquired about Odyssey Advisors, this invoice is for an annual Commonwealth Audit.

**LTO's Italian Dinner**

Ms. Hunt, LTO President, was unable to attend the Board Meeting, in her place was LTO Treasurer, Jeanette Harding. Dinner was a success. 2 bottles of wine were present, only 1 was opened and consumed.

**Review and Approval of LTO Budget**

Board asked if LTO has a separate bank account. Yes, they do.

Ms. Ruiz Vargas requested bank statements for the next board Meeting to be held on April 11, 2024.

LTO is requesting funds for 2023 and 2024. Ms. Ruiz Vargas to speak with THA's fee accountant to see if 2023 funds are available. Ms. DiCarlo also looking into the entitlement of the LTO to receive said funds after fiscal year has passed.

Discussion of when disbursement should be made. Board states disbursement should be requested prior to new fiscal year (October 1) and to be paid out after budget for upcoming year is approved.

VOTE: Motion to approve disbursement of \$500.00 to LTO for 2024 fiscal year by Ms. DiCarlo; 2<sup>nd</sup> by Ms. Rafferty; all in favor, unanimous.

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

#### *Administration and General*

3 vacancies, one unit offline for a Mod project, 1 move in for March. 2 move ins scheduled for April to bring vacancy to 1 (MOD unit-3A)

The waitlist has 3,770 applicants, 1,655 are elderly, 2,113 are non-elderly,  
1 transfer on transfer waitlist

### **Public Comment**

Update for hunt for grant writer: 1<sup>st</sup> selection is running for Governor's Council, 2<sup>nd</sup> selection went to Cambridge Housing project is too small. Ms. Ruiz Vargas will inquire to GHA Board and Georgetown CPC to see if project and Town of Topsfield qualify as "neighboring communities."

Ms. Rafferty to reach out to state senators and representatives regarding earmarked \$50K can be applied for.

### **Adjournment**

No further discussion.

Motion for Adjournment: 9:57 am by Ms. DiCarlo; 2<sup>nd</sup> by Ms. Gibson; Unanimous, all were in favor.

The meeting is adjourned.