

**MINUTES OF THE MEETING OF THE TOPSFIELD HOUSING AUTHORITY**  
**HELD ON May 16, 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 9:08 AM.

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

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

**Present**

Talisa Rafferty, Chairperson

Jenn DiCarlo

Jerry McCarthy

Colleen Gibson

**Absent**

Also present: Managing Director, Clara Ruiz Vargas; Deputy Director, Dan Dellea; Property Manager, Stephanie Spencer; Maintenance Department, Chris Prescott; Public Housing Manager, Dania Amador; LTO President, Kathleen Hunt; and several tenants from Little Brook Village also in attendance.

A disclosure was 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 April 11, 2024, Meeting**

A Motion to discuss and approve the Minutes of the April 11, 2024, Meeting was made by Ms. Rafferty; 2<sup>nd</sup> by Mr. McCarthy.

All were in favor, unanimous

Typographical errors noted:

Ms. Rafferty's name was spelled incorrectly. Should read "Talisa Rafferty."

VOTE: Motion to approve the amended April 11, 2024, Meeting Minutes by Ms. Rafferty; 2<sup>nd</sup> by Mr. McCarthy;

all were in favor, unanimous.

**Review and Approval of Proposed Summer Hours**

Proposed summer hours are as follows:

Ms. Spencer will be onsite Thursdays, 8:00 AM – 4:00 PM,

Mr. Prescott will be onsite Monday – Thursday 7:00 AM – 4:00 PM, Friday 7:00 AM – 1:00 PM

VOTE: A Motion to Approve Proposed Summer Hours was made by Ms. DiCarlo; 2<sup>nd</sup> by Mr. McCarthy; all were in favor, unanimous.

**Review and Approval for THA Affirmative Action Goal**

The THA Affirmative Action Goal was explained to the Board by Ms. Amador. THA is just under EOHLA's goals, but in compliance with the recommendation.

VOTE: A Motion to Accept the THA Affirmative Action Goals was made by Ms. DiCarlo; 2<sup>nd</sup> by Mr. McCarthy; all in favor, unanimous.

**Review and Approval of Any New Business**

Discussion: Public Annual Plan Meeting is scheduled for June 13, 2024, at 9:00 AM; Regular THA Board Meeting is scheduled for June 13, 2024, at 10:00 AM.

No additional New Business

**Review of Payables for April 2024**

April Payables presented to the Board.

Ms. DiCarlo noted payment of \$500.00 to LTO and additional payment to LTO for training.

No additional questions from the Board.

**Report of the Managing Director's Report**

Ms. Ruiz Vargas informed the board of recent and future activities. Additionally, she notified the board that the Annual Plan for FYE2025 is in progress, also advising the Board that she will be meeting with the LTO President, Kathleen Hunt following the meeting.

**Report and Discussion of LTO**

Ms. Hunt advised the Board that the LTO held a tenant meeting, the topic of recycling was discussed, the Board requested to add a Recycling Discussion to the Agenda for the June Meeting.

The LTO Board had attended a Massachusetts Public Housing training earlier in the week.

**Comment Period for Commissioners and Public**

The status of the paving project was requested by a resident. Mr. Dellea stated that he had emailed the Project Manager for an update prior to the meeting and has not received a response at the time of the meeting. The Board asked if there were any additional inquiries that they could make to EOHLC or any other entity to assist in moving the project along.

No additional comments from the public.

**Adjournment**

A Motion for Adjournment was made at 9:50 am by Ms. DiCarlo; 2<sup>nd</sup> by Mr. McCarthy; Unanimous, all were in favor. The meeting was adjourned.