

**MINUTES OF THE MEETING OF THE TOPSFIELD HOUSING AUTHORITY
HELD ON July 11, 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 9:06 AM.

Ms. Rafferty made the first motion, and Ms. DiCarlo 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
Colleen Gibson

Absent

Jerry McCarthy

Also present: Managing Director, Clara Ruiz Vargas; Deputy Director, Dan Dellea; Property Manager, Stephanie Spencer; Maintenance Department, Chris Prescott; 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 June 13, 2024, Meeting

A Motion to discuss and approve the Minutes of the June 13, 2024, Meeting was made by Ms. DiCarlo; 2nd by Ms. Rafferty.

VOTE: All in favor, unanimous.

Review and Approval of Bid Cancellation

A Motion to Approve the Bid Cancellation was made by Ms. DiCarlo; 2nd by Ms. Rafferty.

Explanation by Mr. Dellea: Asbestos testing was not completed, RCAT Representative recommends to cancel the bid, revise the scope of work and put the project back out to bid.

VOTE: All in favor, unanimous.

Review and Approval of Any New Business

Motion to Discuss and Approve to waive Regular Board Meetings for the months of July, August and December, holding SPECIAL meetings, if necessary, made by Ms. DiCarlo; 2nd by Ms. Gibson.

VOTE: All in favor, unanimous

Review of Payables for May 2024

June 2024 Payables presented to the Board. No additional questions from the Board.

Report of the Managing Director's Report

Ms. Ruiz Vargas informed the board of recent and future activities.

Report and Discussion of LTO

Nothing to report from the LTO.

LTO Discussion of Sheds

Ms. Hunt requested that the Board discuss options for restructuring the division of the common area shed usage. Each shed is designed for usage for 12 equal parts, but monopolized by only a few residents and not equally shared. The Board requested to table the discussion for the time being.

Comment Period for Commissioners and Public

Janet Wilkins requested the board discuss the benefits of planting CLOVER as ground cover. The property has a few areas that currently have good size patches of clover and the residents would like to ask the Board not to fertilize the existing grass and that kills the clover. Discussion among the Board included multiple benefit and disadvantages of not fertilizing and allowing the clover to continue to spread. Per Mr. Prescott, we do not fertilize at the current time.

Adjournment

A Motion for Adjournment was made at 9:52 am by Ms. DiCarlo; 2nd by Ms. Gibson.

VOTE: All in favor, unanimous.

The meeting was adjourned.