

**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; 2<sup>nd</sup> by Ms. Rafferty.

VOTE: All in favor, unanimous.

**Review and Approval of Bid Cancellation**

A Motion to Approve the Bid Cancellation for MOD #298046, Unit 3A turnover, was made by Ms. DiCarlo; 2<sup>nd</sup> 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; 2<sup>nd</sup> 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 however a discussion on the space usage of the shed was discussed. Ms. Hunt has requested that the Board discuss options for restructuring the division of the common area shed usage. Currently, each shed is designed for the usage of 12 equal parts. Unfortunately, a few residents utilize more space than allowed. The Board has requested that the discussion be tabled for the time being.

**Comment Period for Commissioners and Public**

Ms. Janet Wilkins, a resident of the Topsfield Housing Authority complex, requested that the Board discuss the benefits of using clover as ground cover. The property currently has several areas with substantial patches of clover, and the residents would like to ask the Board not to fertilize the existing grass, as this could potentially kill the clover. During the Board's discussion, they considered the various benefits and disadvantages of forgoing fertilization and allowing the clover to spread. According to Mr. Prescott, we are currently not fertilizing the area.

**Adjournment**

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

VOTE: All in favor, unanimous.

The meeting was adjourned.