

**MINUTES OF THE MEETING OF THE GEORGETOWN HOUSING AUTHORITY  
HELD ON FEBRUARY 14, 2024**

The Commissioners of the Georgetown Housing Authority (GHA) met in a regular meeting held in-person and at the Community Room, 23 Trestle Way, Georgetown, MA 01833. Chairperson Ms. Rec called the meeting to order at 9:04 AM. All were in favor of starting and called the roll with the following responses:

**Present**

Juliette Rec, Chairperson  
Harry LaCortiglia  
Nina Sherwood

**Absent**

David Twiss

Also present at the meeting were the Managing Director, Clara Ruiz Vargas; Deputy Director, Dan Dellea; Tenant Selection Manager, Dania Amador; and Property Manager, Stephanie Spencer.

**Review and Approval of the Minutes of the Meeting of January 10, 2024 Meeting**

Mr. LaCortiglia made the Motion to approve the Meeting Minutes for both the November 8, 2023, and December 6, 2023 the January 10, 2024 meeting. VOTE: Motion to approve made by Mr. LaCortiglia; 2<sup>nd</sup> Ms. Rec; all in favor, unanimous.

**Review and Approval of FYE 2024 Budget Revision and Certification**

Motion to discuss, review and approve made by Mr. LaCortiglia; 2<sup>nd</sup> by Ms. Rec; all in favor, unanimous.

Discussion:

Annual Plan -

Budget Revision #1 – change is the Management Fee, and board signatures for all certifications.

Mr. LaCortiglia inquired about DHCD name change to EOHLC; documents are reflecting DHCD.

Mr. LaCortiglia inquired about the Electric Service Study and Deferred Maintenance Schedule. Ms. Ruiz Vargas clarified that this information is found in the GHA Annual Plan.

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

**Review and Discussion of Any New Business**

Discussion regarding PHA Web software and direct debit of rent (ACH). Mr. Dellea informed the board of his meeting with the Regional Capital Assistant Team (RCAT) to determine the status of all projects at GHA.

**MOD PROJECTS: GHA will prioritize all current projects based on the 5-year Capital Plan**

- **#105047 – Walkway Replacement**  
Schematic designs have been submitted, project is stalled.
- **#105066 – Unit 29B Trestle Turnover**  
Project awarded, start week of February 20, 2024, pre-construction meeting on February 6, 2024.
- **#105069 – Common Area Flooring**  
In progress and a punch list walk through has been schedule for the week of February 20, 2024.
- **#105063 – Door Project Front and Rear doors**  
Trestle Way, Laurel, Spruce, Hemlock and Jewett a punch list/Walk through week of February 20, 2024. A change order for the privacy film has been requested.
- **#105075 - Tree Removal**  
GHA will be submitting invoice to EOHLC for close out and reimbursement.
- **#105080 – Common Hall Painting**  
Project to commence in the next few months.
- **#105081 – Electrical Study**  
\$30K for Study, status is in design, RCAT will be checking with EOHLC project manager on an update.
- **#105082 – 3 Hemlock**  
Unit turnover, awaiting on schematic design
- **#105083 – Reasonable Accommodation- Walk in Shower**  
RCAT project, job will go out to bid.

VOTE: Motion to approve New Business made Ms. Rec; 2nd by Mr. LaCortiglia; all in favor, unanimous.

**Review of January Payables**

The board reviewed the reports, and there were no comments.

**Review of Executive Director's Report**

Ms. Ruiz Vargas read the report out loud, and informed the board all the recent and future activities, vacancies, and leased units for the month of January.

**Adjournment**

There was no further discussion; GHA Annual Plan Meeting is scheduled for Wednesday, March 13, 2024 at 9:00 am; next GHA Board Meeting is scheduled for Wednesday, March 13, 2024 at 10:00 am.

Motion for Adjournment: 10:28 am by Ms. Rec; 2<sup>nd</sup> by Mr. LaCortiglia; Unanimous, all were in favor. The meeting was adjourned.