

MARSHFIELD HOUSING AUTHORITY  
12 Tea Rock Gardens, Marshfield, MA 02050  
BOARD OF COMMISSIONERS MEETING, May 3, 2021 5:30 P.M.

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, May 3, 2021 and upon a call of the roll, the following Officers were found Present and Absent:

Present

John Daley  
Kerry Richardson  
Paul Chiavaroli  
Dirk Roderick

Absent

Kevin Cantwell

**Approval of the Minutes from the April 5, 2021 Regular Board Meeting**

Commissioner Chiavaroli made a motion, seconded by Commissioner Roderick, to approve the Minutes of the April 5, 2021 Regular Board Meeting. The vote was as follows: Commissioners Roderick, yes; Commissioner Chiavaroli, yes; Commissioner Richardson, abstain, Commissioners Daley, yes. The motion passed.

Commissioner Richardson made a motion, seconded by Commissioner Chiavaroli, to approve the accounts payable and payments as presented. The motion passed unanimously.

Commissioner Chiavaroli made a motion, seconded by Commissioner Richardson, to award and authorize the Executive Director to enter into a contract with Full Scope Contracting, Inc., for the Exterior Door Replacement at Tea Rock Gardens. The contract will be in the amount of \$36,000.00. The General Bids were opened on April 28, 2021. There were four bidders and Full Scope contracting, Inc., was the low responsible bidder. The motion passed unanimously.

Commissioner Chiavaroli made a motion, seconded by Commissioner Roderick, to award and authorize the Executive Director to enter into a contract with Paradigm Energy Services for the weatherization of Tea Rock Gardens, the value of the contract is \$38,709.63. The cost to the Authority is zero. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Chiavaroli, to award and authorize the Executive Director to enter into a contract with Paradigm Energy Services for the weatherization of Grace Ryder, the value of the contract is \$57,042.48. The cost to the Housing Authority is zero. The motion passed unanimously.

**Finance**

Grace McAuliffe reported that the March financials have been delayed slightly in order to account for COVID expenses.

Audit season is upon us. Marshfield's AUP is coming to a close and DHCD has granted a fifteen day extension for submission of the Audit.

### **Executive Director's Report**

Mr. Marathas reported on the following:

Support Services has a new brochure for distribution to tenants.

Painting in progress in common area hallways (all front entry way areas completed, rear entrances remain in progress, 6 completed.)

Bid new shutters for complete replacement project. Tea Rock Gardens (shutters ordered)

Replacement of four additional bathroom sub floors and unit complete bath renovations.

Grace Ryder door replacement, doors are ordered waiting delivery and installation.

### **Covid Update:**

Properties continue to be sanitized each day by all staff including Saturday a.m.

Commissioner Richardson thanked Mr. Marathas for the efforts at the property and commented the community room looks great. The Commissioners agreed.

The Chairman open up the meeting to members of the public.

Several tenants spoke and asked about services and maintenance issues. Mr. Marathas said he would take a look at some of the maintenance issues and address them.

Discussion was had on the new tenant association meeting with Carolyn Crossley and Grace McAuliffe to discuss the budget and the use of the money for the tenant association.

Discussion was had on who would be responsible for opening and closing the community room. Possible solutions were volunteers from the tenants association. Possibly a different person each day. The tenant association will meet to discuss ideas and bring back to Mr. Marathas.

There being no further business, Commissioner Chiavaroli made a motion, seconded by Commissioner Roderick to adjourn. The motion passed unanimously and the meeting adjourned at 6:02 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary