

**MARSHFIELD HOUSING AUTHORITY**

**12 Tea Rock Gardens, Marshfield, MA 02050**

**BOARD OF COMMISSIONERS MEETING, July 12, 2021 5:30 P.M.**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, July 12, 2021, and upon a call of the roll, the following Officers were found present and absent:

<u>Present</u>	<u>Absent</u>
John Daley	None
Kerry Richardson	
Dirk Roderick	
Kevin Cantwell	

**Approval of the Minutes from the June 7, 2021 Regular Board Meeting.**

Commissioner Richardson made a motion, seconded by Commissioner Roderick, to approve the minutes of the June 7, 2021 Regular Board Meeting. The motion passed unanimously.

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

**Modernization**

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve and authorize the Executive Director to execute amendment #10 to the Contract for Financial Assistance for the Capital Improvement Work Plan #5001 between the Commonwealth of Massachusetts Department of Housing and Community Development and the Marshfield Housing Authority. Amendment #10 will result in an increase of \$200,779.00 to Work Plan #5001, bringing the total award to \$2,519,577.70. The motion passed unanimously.

Discussion was held on the DHCD contract and the boiler plate language used.

**Finance**

Grace McAuliffe explained the pension fund payments to the Board of Commissioners.

Ms. McAuliffe reported that a File Clean Out was completed. Permission was received from the Commonwealth of Massachusetts Secretary of State's office of Records Retention.

Ms. McAuliffe further reported that the conversion team continues to meet weekly to begin manual transfer of data from paper files to the HAB system.

Commissioner Daley expressed concern over data possibly being hacked. Mr. Marathas said that we have an IT company who has anti-virus software installed and that most housing authorities utilize the HAB system.

The Board accepted the Finance Report

## **Executive Director's Report**

Mr. Marathas reported on the following:

- Installation of new shutters on Community Room Building and beginning of Tea Rock Gardens
- Door Replacement at Grace Ryder, first door completed, in progress
- Completion of common hallway painting through Tea Rock Gardens
- New windows delivered on site for handicap Unit 12 replacement
- Doors are ordered for Tea Rock Gardens and are expected in August.
- New flag pole has been ordered for Tea Rock Gardens, will remove existing in house, dry rotted.

Discussion was had on the current flag pole as Commissioners thought this was a newer purchase that cost \$5,000.

Mr. Marathas explained that this flag pole is in disrepair and needs to be replaced for safety reason, however, would research if this is a new purchase and if so, contact that the company.

Mr. Marathas reported that a tenant was smoking in their unit with oxygen and a fire to the unit occurred.

Discussion ensued on the smoking policy and the signage on where is acceptable to smoke.

The Chair opened up the meeting to the public.

There were some questions on the funding of the Tenant Association. Mr. Marathas said funding is based per unit and reiterated what was discussed at the last meeting regarding the formation of Tenant Association. The tenants can decide whether they would like to have one tenant association or separate one for family and elderly.

There being no further business, Commissioner Richardson made a motion, seconded by Commissioner Roderick to adjourn. The motion passed unanimously and the meeting adjourned at 6:39 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary