

**MARSHFIELD HOUSING AUTHORITY
17 TEA ROCK GARDENS
MARSHFIELD, MA 02050
BOARD OF COMMISSIONERS MEETING
SEPTEMBER 12, 2022, 5:00PM**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, September 12, 2022, at 5:00 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

<u>Present</u>	<u>Absent</u>
John Daley	None
Helen Bennett	
Kerry Richardson	
Kevin Cantwell	
Cecilia Delgadillo	

Approval of Minutes of the August 1, 2022, Regular Board Meeting

The minutes of the August 1, 2022, meeting were amended as follows:

Commissioner Bennett made a motion, seconded by Commissioner ~~Bennett~~ Richardson to approve year-end financial reports as presented. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve the minutes of the August 1, 2022, meeting as amended above. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Delgadillo, to approve the Minutes from the August 18, 2022, Special Board Meeting. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Delgadillo, to approve Change Order No. 1 to the contract with Zander Corporation for the Windows, Siding and Roofing Replacement at 30 Old Colony Lane, Marshfield. This Change Order includes the following PCOs:

PCO #1 calls for the removal of the existing brick chimney and will result in an increase of \$3,249.82.

PCO #2 is for the supply and installation of two (2) aluminum storm doors and will result in an increase of \$1,992.45.

PCO #3 is for the supply, installation and painting of new window and door trim in lieu of reinstalling the old existing trim and will result in an increase of \$2,593.85.

PCO #4 is for the replacement of deteriorated plywood at the rear windows and the reconfiguration of an interior built in desk and will result in an increase of \$923.57.

The total cost for Change Order #1 is \$8,759.69. This Change Order also includes a request for a total 11 calendar day extension to the contract time. (See attached Engineer's letters and Change Order Proposals). The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Bennett to approve the accounts payables and the payments at the total \$21,030.56. The motion passed unanimously.

Mr. Marathas reported new business, the bids for the new roofs were opened and JJ Construction is the lowest bidder at two roofs at \$26999. Bids ranged from the low bidder to \$100,000.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to allow the Executive Director to enter into a contract with the lowest bidder. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported on the following:

- K-9 inspection for bed bugs was completed and will now move to being conducted twice a year.
- Mr. Marathas met with the tenant's association
- Power washing and securing of decks is ongoing
- Unit 30 Old Colony construction is in progress for roof replaced, deck installed, remove old chimney, siding, window and door replacement
- CPC grant preparation was discussed, and staff is attending CPC meeting
- CHAMP continues to be an issue in filling of vacant units.

Tenant Association

Mr. Murray presented a report on the status of the Tenant's Association and asked about funding, resident parking decals, marking spots for ambulances. The Association will be advertising for a secretary.

There being no further business, Commissioner Delgadillo made a motion, seconded by Commissioner Bennett to adjourn. The motion passed unanimously, and the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director of Managed Agencies