

**MARSHFIELD HOUSING AUTHORITY  
GRACE RYDER COMMUNITY ROOM  
17 TEA ROCK GARDENS  
MARSHFIELD, MA 02050  
BOARD OF COMMISSIONERS MEETING, JANUARY 3, 2023, 5:00PM**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Tuesday, January 3, 2023, at 5:00 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

Present

John Daley

Helen Bennett

Cecilia Delgadillo-Calbimonte

Kerry Richardson

Absent

Kevin Cantwell

**Tenant's Association**

The Association reports that they had a very successful Christmas Party and were appreciative of the support of the MHA staff and the Executive Director. The Association has purchased a table for the laundry room. The Association would like to have a vending machine and a bulletin board in the community building. To be a more inclusive community the Association is extending invitations to the Tea Rock Family Units to join the Association.

**Approval of Minutes of the December 5, 2022, Regular Board Meeting**

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve the Minutes of the December 5, 2022, Regular Board Meeting, as amended. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Calbimonte to Change Order #1 to the contract with FRG Contractor Corp. for the Chimney Top Rebuild at Tea Rock Gardens. The Change Order is for the cost increase for individual brick replacement, the additional quantity of bricks was identified during the work by FRG and confirmed by RCAT. The quantity exceeded the original quantity specified in the contract. (See attached brick replacement log showing total brick replacement quantities at each chimney). The Change Order will result in an increase of \$3,900.00 to the contract price with no change to the contract time. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Bennett to Approve the Certificate of Substantial Completion (CSC) for FRG Contractor Corp. for the Chimney Top Rebuild at Tea Rock Gardens. The date established for the Substantial Completion is December 26, 2022. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Bennett to Approve the Certificate of Final Completion (CFC) for FRG Contractor Corp. for the Chimney Top Rebuild at Tea Rock Gardens and to approve Final payment of \$5,377.45. The motion passed unanimously.

Commissioner Calbimonte made a motion, seconded by Commissioner Richardson to Approve Change Order #1 to the contract with J & I Construction Inc., for the Roof Replacement at Tea Rock Gardens, 705-3 Family Development. (DHCD Project #171091). The plans and specifications for this project were prepared by Strekalovsky Architecture, Inc. The Original contract for replacement of the roofing systems at the three (3) Tea Rock Family buildings did not include the replacement of the existing metal chimney caps. The existing metal chimney caps are currently leaking, Change Order #1 calls for the removal of the existing metal chimney caps and the installation of a plywood cover with a new rubber roofing membrane and flashing at the three buildings. Change Order #1 will result in an increase of \$11,400.00 to the contract price with no change to the contract time. The motion passed unanimously.

### **Financial Report**

Commissioner Richardson made a motion, seconded by Commissioner Bennett to approve the Accounts Payables and Payments, checks #15042-15110 and totaling \$61,950.49. The motion passed unanimously.

### **Finance Report**

Commissioner Bennett made a motion, seconded by Commissioner Calbimonte, to approve the Accounts Payables and the Payments, check numbers 14932-15041, totaling \$67,113.13, The motion passed unanimously.

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

Mr. Marathas reported on the following:

- 305 Webster driveway replacement completed
- 667-1 Chimney repairs completed, and power washed, waterproof
- Vacancy 15C completed, floor replaced
- Greater Boston Food Bank delivery
- Roof replacement preconstruction began due to unseasonable weather
- Meeting with installer to plan floor replacement in all units at congregate
- Holiday party will be January 6<sup>th</sup> 1-3pm
- Emergency request for tree removal at Webster Street and Tea Rock Gardens
- Shower valves have been replaced
- Installation of a handicapped accessible shower at 231 Caswell Street
- Siding and roof replacement at 635 Ocean Street is going out to bid
- Generators are going out to design
- Vacancies are in process of tenant selection and waivers have been requested

There being no further business, Commissioner Richardson made a motion, seconded by Commissioner Bennett to adjourn. The motion passed unanimously, and the meeting adjourned at 5:25 p.m.

Respectfully submitted,

Colleen M. Whalen  
Assistant Executive Director