

MARSHFIELD HOUSING AUTHORITY

17 TEA ROCK GARDENS

MARSHFIELD, MA

August 1, 2023, at 5:00 p.m.

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Tenant's Association

Swearing in of Tenant Association Officers

Helen Bennett, President

John Murray, Vice President

Patti Danner, Treasurer

Dotty Wulf, Secretary

Sandy Murphy, Alternate

Val LaVallee, Alternate

Election of Officers /Board of Commissioners/Marshfield Housing Authority

- a. Election of Chair
 - b. Election of Vice Chair
 - c. Election of Treasurer
4. Recommendation and Appointment of Board Member to the Community Preservation Committee
 5. Motion to approve the Minutes from the May 2, 2023, Regular Board Meeting
 6. Motion to approve the Accounts Payables and the Payments
 7. Motion to approve and authorize the Executive Director to execute a contract with John Murphy Electrical Construction and Engineering, Inc. in the amount of \$23,250.00 for Design and Engineering services for the installation of Emergency Generators at Tea Rock Gardens 667-01 Development and Grace Ryder 667-02 Development. A work order was prepared by Executive Office of Housing & Livable Communities (EOHLC) and John Murphy Jr. Electrical Construction & Engineering, Inc. was assigned the project under the EOHLC "House Doctor" program (see the attached work order and fee proposal).
 8. Motion to Approve Fee Amendment # 2 to the Contract with GCG Associates Inc. for DHCD Project #171095: 667-1 and 667-2 Septic System Replacement. This Fee

Amendment is for additional Design services required due to the discovery of failure of the Leaching Field at 667-2, Grace Ryder development. This amendment will result in an increase of \$14,860.00 to the contract.

9. Motion to authorize the Executive Director to enter into a contract with Community Energy Services for the energy efficiency updates at Tea Rock Gardens for \$144,896.60 with no cost to the MHA. This is a grant through Lean Multi Family Programs.
10. Motion to approve year end financial reports as presented.
11. Motion to write off \$26,622 vacated Accounts Receivable balances for tenants vacated over 90 days as follows:

MHA Tenant Write Offs – Vacated Tenants as of 6/30/2023

| | |
|------------------------|----------|
| 667-1 Tea Rock Gardens | \$14,687 |
| 667-2 Grace Ryder | \$ 9,862 |
| 689 Program | \$ 0 |
| 705-3 Family | \$2,073 |
| 705-Scattered Families | \$ 0 |

Discussion of the following Agenda Items Requested by Commissioner Pecevich:

12. A description and discussion of the funds and other assets held under the control, or in the custody of, the Housing Authority and the identification of the person (s) having knowledge of and access to these funds.
13. How the Executive Director and any supporting staff including administrative, or maintenance personnel are remunerated for any work performed on behalf of the Marshfield Housing Authority and involving any of the assets and properties or administrative and documentation tasks.
14. The providing of hard copies to the Commissioners of the final version of Annual Plan for 2024 that was submitted to the agency now or formerly known as the Department of Housing and community Development (DHCD) and discussion of its contents.
15. A discussion of the working relationship between the Board and the Executive Director and administrative and maintenance staff including hiring and spending decisions.
16. A meeting with the new social services coordinator during the Board meeting for a presentation, report and to take questions.
17. Regarding Notices from town hall that are sent to the Housing Authority as “owner” or custodian of property – such as ZBA Notices to Abutters. How these are to be handled and disseminated.
18. The organization of the Board. Designation of a Chair, Vice-Chair, Clerk and Secretary.
19. Old/New Business
20. Executive Director’s Report

21. Adjournment