

MARSHFIELD HOUSING AUTHORITY

12 Tea Rock Gardens, Marshfield, MA 02050

BOARD OF COMMISSIONERS MEETING, OCTOBER 5, 2020 5:30 P.M.

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, October 5, 2020 via gotomeeting.com/teleconference and upon a call of the roll the following Officers were found present and absent:

Present

John Daley
Kevin Cantwell
Kerry Richardson
Dirk Roderick

Absent

Paul Chiavaroli

Approval of the Minutes of the September 14, 2020 Regular Board Meeting

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the minutes of the September 14, 2020 Regular Board Meeting. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Mr. Marathas explained that the Board currently does not have public officials and employment practices policy and, therefore, is requesting a motion to approve awarding this to Professional Government Underwriters, Inc. Commissioner Cantwell questioned why this was never picked up by an audit if housing authorities are required to have the insurance? Mr. Marathas responded that DHCD is responsible for issuing guidance to housing authorities. Commissioner Richardson said that he recalls being told by a previous Chair, that the MHA did have this insurance. A brief discussion ensued. The Board asked QHA staff to look into whether or not the MHA ever had a policy and if so, when and if it had lapsed.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to award the contract for Public Officials and Employment Practices Policy to Professional Government Underwriters, Inc., in the amount of \$2,195.00. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

The next item on the agenda is the approval of the accounts payable and accounts receivables.

The Commissioners questioned check no. 13678 and asked if the job had been completed. Mr. Marathas said that the paving job has been completed and that the Cacciatore Brothers did more than the scope of work that was required. A brief discussion was held on the \$45,000 payment to Cacciatore Brothers for their paving work.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the accounts payable and payments (Checks 13624 – 13692 total for a total \$120,047.28) with no electronic transfers. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Commissioner Richardson questioned why electronic transfers were not occurring as they had in the past. Ms. McAuliffe said she would look into that and is certainly in favor of electronic transfers and added this could be because vendors have changed.

The next item is the termination of the contract with August Building Enterprises for the exterior door replacement at Tea Rock Gardens. The DHCD architect did not scope the job correctly. This will be going back out to bid.

Commissioner Cantwell made a motion, seconded by Commissioner Roderick to approve the mutual termination of the contract with August Building. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

The following agenda items pertain to the adoption of MHA policies. Commissioner Richardson said he had several general comments on the policies as well as comments on each individual policy.

Commissioner Richardson questioned Tea Rock Gardens being on each policy and asked if the policies would be applicable to the other properties. He also questioned Mr. Marathas' name being on each policy. Mr. Marathas explained that the policies are on MHA letterhead and the reason for the Tea Rock Garden address is because the administrative offices are located at Tea Rock Gardens and also explained that when he is no longer Director for the MHA, the letterhead would be changed by his successor.

Community Room Policy

Commissioner Richardson questioned the Community Room Policy. After a brief discussion on the wording in the first paragraph of the Community Room Policy. It was agreed that the last sentence be deleted from the Policy and the title be changed to Use of Community Room for Grace Ryder and Tea Rock Gardens for resident family functions. The date it was adopted should be inserted as well as the hours spelled out. It was also agreed that "End of Policy" will be inserted at the end of each policy presented.

The Commissioners asked that the date each policy was approved by the Board of Commissioners be inserted on each policy presented this evening.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the use of the Community Room Policy with Commissioner Richardsons' changes inserted. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Visitor Policy

Commissioner Richardson, made a motion, seconded by Commissioner Roderick, to approve the visitor policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Trash Guidelines

The Commissioners asked that the DPW contact information be inserted on the policy. Discussion was also held on stickers being able to be obtained at the transfer Station as well. Mr. Marathas said he would look into this and have this added to the policy if stickers can be obtained at the Transfer Facility as well as the DPW.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Trash Guidelines Policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Smoking Policy

Commissioner Roderick suggested there be designated smoking areas rather than just 25 feet from the buildings. A brief discussion was held on the smoking policy and the impact smoking has on the tenants, those who do smoke and those who do not smoke. There was also discussion on a blind individual who has difficulty traveling 25 feet from the building to smoke. It was also noted that at the meeting held with the tenants on the policies, there were no objections to the policy.

Commissioner Cantwell made a motion, seconded by Commissioner Roderick, to adopt the Smoking Policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Rent collection Policy

The Commissioners asked if a mail box could be put on the property to make it easier for tenants to pay their rent as we are moving to a Lock Box system. Ms. McAuliffe said she would inquire with the postal service.

Commissioner Richardson, made a motion, seconded by Commissioner Roderick, to approve the Rent collection Policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Pet Policy

Commissioner Richardson asked on behalf of the current residents that may have pets over 40 lbs. or fish tanks. The Executive Director responded that all existing residents would be grandfathered in.

Commissioner Cantwell asked that under D. Management Responsibilities. The last sentence of paragraph one be deleted and the following be inserted "The Pet Committee shall meet at a reasonable time as reasonably agreed by its members and on E. Pet Participation Fee/Other Charges/Fees. No. 3. The Commissioners asked that the sentence read \$25.00 per incident.

Commissioner Cantwell make a motion, seconded by Commissioner Roderick, to approve the Pet Policy with the suggested changes. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Maintenance Tenant Charge Schedule and Policy

Commissioner Roderick made a motion, seconded by Commissioner Cantwell, to approve the maintenance tenant charge schedule and policy. The vote was as follows: Commissioner Cantwell, yes;

Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Lock Out Policy

The Commissioners had some objections to the lock out fee being \$50.00 for the elderly tenants. Mr. Marathas said that if this becomes a pattern with any particular tenant, staff will work with them on a resolution for a spare key and reiterated that having staff come out after hours costs the housing authority far more than \$50.00.

Commissioner Richardson made a motion, seconded by Commissioner Roderick, to approve the Lock Out policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Housing Guidelines

Commissioner Cantwell took a short recess from the meeting.

Commissioner Richardson made a motion, seconded by Commissioner Roderick, to approve the Housing Guidelines. The vote was as follows: Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Commissioner Cantwell returned.

Administrative Grievance Policy

The Commissioners asked about the wording in Section B under definitions, specifically “a data subject filing” Mr. Marathas said he would look into that and assumed this was a typing error. The commissioners also asked if a hearing officer had been appointed yet, Mr. Marathas explained that in most cases grievances are resolved before the hearing officer is necessary and one can be appointed if the situation occurs.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Administrative grievance Policy. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Daley, yes. The motion passed.

Fire Arms Policy

Commissioner Cantwell asked that this policy be sent to the Police Department

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Fire Arms Policy.

Dirk Roderick had to leave that meeting at this point.

The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Fire Prevention Policy

Commissioner Cantwell asked that this policy be sent to the Fire Department. Mr. Marathas said he would do that.

The Commissioners asked that No storage of propane, gas or flammables be stored on MHA property within 10 feet of a structure be added.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell to approve the Fire Prevention Policy. Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Exterior Grounds Policy

The Commissioners asked that exterior gardens be added to the exclusion of this policy.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the exterior grounds policy. Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Congregate Housing Policy

The Commissioners asked that the title be Congregate House Policies

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Congregate Housing Policy. Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Common Area Dress Code Policy

Commissioner Cantwell made a motion, seconded by Commissioner Richardson to approve the Common Area Dress Code Policy. Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Common Area Policy

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Common Area Policy. Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Daley, yes. The motion passed.

Executive Director's Report

Mr. Marathas reported that he is 98% certain that MHA will receive the grant from DHCD to replace all of the boilers.

The noise complaint was addressed with the fitness center next door.

Wednesday October 14th, the tenants will be given a bag of groceries.

Inspections are continuing and the result is that much of the single family homes need work.

The next meeting will be held on November 2nd.

There being no further business, Commissioner Richardson, made a motion, seconded by commissioner Chiavaroli to adjourn. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; Commissioner Daley, yes. The motion passed.

The meeting adjourned at 7:27 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary