

**MARSHFIELD HOUSING AUTHORITY
GRACE RYDER COMMUNITY ROOM
135 MAIN STREET
MARSHFIELD, MA 02050
BOARD OF COMMISSIONERS MEETING, NOVEMBER 15, 2021, 5:00PM**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, November 15, 2021, 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
Kevin Cantwell	
Kerry Richardson	

Approval of Minutes of the September 13, 2021, Regular Board Meeting

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Minutes of the September 13, 2021, Regular Board Meeting. The motion passed unanimously.

Motion to Approve the Accounts Payable and Payments

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the accounts payables for the month of September at \$121,685.32. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the accounts payables for the month of October at \$54,655.55. The motion passed unanimously.

Mod/Maintenance

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve and Authorize the Executive Director to execute Amendment # 11 to the Contract for Financial Assistance (CFA) for the Capital Improvement Work Plan #5001 between the Commonwealth of Massachusetts Department of Housing and Community Development and the Marshfield Housing Authority. Amendment # 11 will fund four (4) new projects and will result in an increase of \$777,850.00 to Work Plan #5001, bringing the total CFA award to \$3,297,427.70. The Motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Certificate of Substantial Completion (CSC) for Full Scope Contracting, Inc. for the Exterior Door Replacement at Grace Ryder, 667-2. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Certificate of Final Completion (CFC) for Full Scope Contracting, Inc. for the Exterior Door Replacement at Grace Ryder, 667-2. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve Change Order No. 1 to the contract with Full Scope Contracting, Inc. for the Exterior Door Replacement at Grace Ryder, 667-2. Change Order No. 1 is for the floor leveling and installation of VCT flooring with a transition strip at several door thresholds. and will result in an increase of \$2,729.25 to the contract amount with a one hundred twenty-one (121) day increase in the contract time. (See attached Change Order Proposal). The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Final Payment to Full Scope Contracting, Inc. for the Exterior Door Replacement at Grace Ryder, 667-2. The Final payment will be in the amount of \$2,729.25. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve and Authorize the Executive Director to execute a contract to Strekalovsky Architecture, Inc. for the Roof Replacement at Tea Rock Gardens, 705-1 Family development. A Work Order was prepared by DHCD and Strekalovsky Architecture, Inc. was assigned the project under the DHCD "House Doctor" program. The contract is in the amount of \$9,600.00. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported on the following:

- Completed installation new flagpole
- Completed emergency installation of new boiler on Careswell Street property
- A new shed roof has been installed at Grace Ryder – in house
- 6 exterior balconies have been restored and restoration continues in house
- Front entry ways have been re-caulked and are secure
- There was a successful cookout with the residents and fire department
- There was a meeting with the Town Manager regarding handling of CPC funds, waiting on resolution of issue
- Storm clean up was done in house; several fallen trees removed, outreach was conducted for those residents without power; coffee and donuts were provided
- Two units have been turned over for
- A new organizational chart supplied to Board; restructured chart due to hiring of Colleen Whalen in Quincy.
- COVID Booster shot clinic will be held shortly

The Chairman opened up the meeting to the public.

One resident asked about the emergency light system. Mr. Marathas explained that emergency lights are only intended to stay on for a brief amount of time to allow for residents to evacuate. They are not meant to stay on until restoration of power.

Another resident asked why the recycling bins/containers had been removed. Mr. Marathas explained that several properties are having them removed because trash is being deposited in the wrong bins and makes the recycling useless.

A resident asked to have the parking lot lines and parking numbers repainted. Mr. Marathas said he would look into that.

A resident asked who to call during closed office hours and Mr. Marathas informed the residents that there is an answering service that picks up all office and maintenance calls and directs them to the appropriate staff member for attention.

A tenant commented that the residents are loving the updates and renovations, especially at Grace Ryder and that they are very happy and thankful. Several mentioned the great work of John Kemmett and his thoughtfulness especially during the recent storms.

There being no further business, Commissioner Richardson made a motion, seconded by Commissioner Cantwell to adjourn. The motion passed unanimously, and the meeting adjourned at 5:38 p.m.

Respectfully submitted,

Colleen M. Whalen