

**MARSHFIELD HOUSING AUTHORITY
17 Tea Rock Gardens, Marshfield, MA 02050**

BOARD OF COMMISSIONERS MINUTES, January 10, 2022, 5:00 P.M.

REMOTE PARTICIPATION MEETING

A Regular Meeting of the Marshfield Housing Authority was duly called and held via GoToMeeting video conferencing, on Monday, January 10, 2022, and upon a call of the roll, the following Officers were found present and absent:

<u>Present</u>	<u>Absent</u>
John Daley	None
Kerry Richardson	
Kevin Cantwell	

Approval of the Minutes from the December 6, 2021 Regular Board Meeting

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the minutes of the December 6, 2021 Regular Board Meeting. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the accounts payable and payments for November in the amount of \$28,055.54. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the accounts payable and payments for December in the amount of \$133,305.69. The motion passed unanimously.

Commissioner Richardson made a motion seconded by Commissioner Cantwell to approve and Authorize the Executive Director to execute a contract with GCG Associates, Inc. for the Septic System Replacement at Tea Rock Garden, 667-1 and Grace Ryder, 667-2. A Work Order was prepared b DHCD and GCG Associates, Inc., and was assigned the project under the DHCD “House Doctor” program. The contract is in the amount of \$21,490.00. The source of funds for this project is Emergency Reserves and Formula Funding. The motion passed unanimously.

Tenant’s Association

Mr. Gary Hillman spoke on behalf of the Tenant’s Association. The association were able to have a successful Christmas party and Bingo games before suspending all activities due to the rise in COVID. The association would like to have the community room closed each night by Maintenance because they are unable to find someone to close the hall at later times. Property

Manager Jim Schilling reminded the Association that he is the person to communicate with regarding the community room. Lighting of the road ways in the development was discussed. Laura Taylor reminded the Association that there are documents still required to obtain funding for the Association.

Finance

Grace McAuliffe announced to the Board that the new FEA accountant uses a different format for the finance reports to the Board of Commissioners and answered questions for the Board. Ms. McAuliffe reported finances are in good shape half way through the Fiscal Year. Ms. McAuliffe further reported that the contract for the 7 vouchers for the Veteran's Home has been signed and lease up on those units will begin as early as this week.

Executive Director's Report

Mr. Marathas reported on the following:

- Distribution of COVID tests to each unit.
- Held a successful Holiday luncheon for the residents.
- Held a COVID Booster clinic.
- Police raid at 25 Tea Rock – unit is in need of major work and have applied for Emergency Funds to renovate both 25 and 26 Tea Rock.
- Basement and Boiler room painting continues
- The community room windows were decorated for the Holidays
- Community room exterior door project begins.
- Purchasing a new computer, printer and internet for the tenants use.
- Projects that were Force Accounts (using in-house trades) resulted in reimbursement to Operating accounts:
 - Storm door replacement \$6,780
 - Office converted back to Handicap Unit \$11,567
 - Shutters \$12,568
 - Driveway at 231 Caswell \$5,000
 - Administration fees \$26,000

The Chair opened up the meeting to the public.

Some discussion about the procedure and policies surrounding tenant selection. Mr. Marathas assured the residents that residents are very safe and that there is a cooperative relationship with the Marshfield Police Department. Mr. Marathas did remind residents that if they see something illegal happening or if they feel unsafe to call the police department immediately.

There was also a question about potholes on the property and Mr. Marathas referred the resident to maintenance.

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 5:43 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director of Managed Agencies