

**MARSHFIELD HOUSING AUTHORITY**

**12 Tea Rock Gardens, Marshfield, MA 02050**

**BOARD OF COMMISSIONERS MEETING, JANUARY 4, 2021 5:30 P.M.**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, January 4, 2021 via gotomeeting.com/teleconference and upon a call of the roll, the following Officers were found present and absent:

| <u>Present</u>   | <u>Absent</u> |
|------------------|---------------|
| John Daley       | None          |
| Kevin Cantwell   |               |
| Paul Chiavaroli  |               |
| Dirk Roderick    |               |
| Kerry Richardson |               |

**Approval the minutes from the December 7, 2020 Regular Board Meeting.**

Commissioner Cantwell made a motion, seconded by Commissioner Roderick, to approve the minutes from the December 7, 2020 Regular Board Meeting. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, abstain; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed.

Commissioner Daley stated the next item on the agenda was the swearing in of new Marshfield Housing Authority Tenant Association Board members and confirmed that all were present.

The following Board members were sworn in and each read the following statement: I (state your name) do solemnly swear that I will uphold and abide by the by laws of the Marshfield Housing Authority Tenant Association and that I will faithfully and impartially perform and discharge the duties of the office according to the bi laws and to the best of my ability.

Gary Hillman, President  
Sandra Murphy, Vice President  
Patti Danner, Treasurer  
Connie Hillman, Secretary  
Linda Surette, Member

Mr. Marathas took a moment to thank the members appointed to the Tenant Association. Mr. Marathas said that a meeting will be scheduled with the members to go over the funding and to explain what it can and cannot be used for. Mr. Marathas also said he would provide the members with the by-laws.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the Accounts Payable and the Payments as presented. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Roderick, to award and authorize the Executive Director to enter into a contract with Full Scope Contracting, Inc. for the exterior door

replacement and ADA Openers at Grace Ryder. The bids were opened on December 23, 2020, there were six (6) bids received and Full Scope Contracting, Inc. was the low bidder (see attached bid tabulation). The contract will be in the amount of \$60,000.00. The source of funding for this project is DHCD Sustainability Funds. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to award and authorize for the Executive Director to purchase ten benches from The Park Catalog for a total of \$12,053.13. A small bid form was completed and received three prices. The Park Catalog was the low bidder. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

Commissioner Chiavaroli said he did not see an amount for the maintenance laborer cost. Ms. McAuliffe stated the amount was on the top of the second page and went over the amount with the Commissioners.

Commissioner Richardson said that the spending is 10 to 15K higher than previous years, however, said with the management agreement a lot is being accomplished.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Fiscal Year 2021 budget for the 400-1 showing total revenue of \$688,850 and total expenses of \$738,671, thereby, requesting a subsidy of \$112,250, and further that the Executive Director's total annual salary of \$0 for fiscal year. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the fiscal year 2021 budget for the MRVP program showing total revenue of total revenue of \$9,600 and total expenses of \$8,430, thereby requesting a subsidy of \$0 and further that the Executive Director's total annual salary of \$0 for fiscal year. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

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

Mr. Marathas reported on the following:

- Completed boiler and hot water system replacement at Tea Rock Gardens and Family Units.
- Grace Ryder boiler and hot water system replacement in progress, three completed and one remaining.
- Lease enforcement continues. One eviction is in process, however with the eviction moratorium in place it is a slow process.
- Waste pipe replacement project began today.
- Painting of front entry ways is completed
- Emergency gas leak was addressed again with a tenant who left their gas stove on for a second time. We are working on getting supportive services for this resident.

- Tea Rock Garden community room doors are being re-bid.
- Obtained \$60,000 in sustainability funding for Grace Ryder Door Replacement Project.
- DHCD has approved under force account
- Conversion of office to rental unit, bench and shutter replacement.
- Three valves had to be replaced due to half hazard plumbing work being done previously.
- Extensive amounts of plumbing repairs continue.

Mr. Marathas said it is important to keep the Board informed as ongoing plumbing issues continue.

Commissioner Richardson asked about the community room closures, guests' visitation and the ongoing Covid crisis.

Mr. Marathas explained the community rooms will remain closed, sanitization efforts and fogging of all common areas continue. Sanitization is done every day including Saturdays. Visitation is allowed, but face masks are required by all tenants and guests.

Commissioner Cantwell suggested a motion be made to appoint Commissioner Roderick to the Community Preservation Committee, as the housing authority appointee. There were no objections to making this appointment.

Commissioner Cantwell made a motion, seconded by Commissioner Chiavaroli, to appoint Dirk Roderick to the Community Preservation Committee. The vote was as follows: Commissioner Cantwell, yes; Commissioner Richardson, yes; Commissioner Roderick, yes; Commissioner Chiavaroli, yes; and Commissioner Daley, yes. The motion passed unanimously.

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

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary