

MARSHFIELD HOUSING AUTHORITY
17 Tea Rock Gardens Marshfield, MA 02050

BOARD OF COMMISSIONERS MINUTES, April 4, 2022, 5:30 P.M.

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Monday, April 4, 2022, and upon a call of the roll, the following Officers were found present and absent:

<u>Present</u>	<u>Absent</u>
John Daly	None
Kerry Richardson	
Kevin Cantwell	
Cecilia Delgadillo	

Approval of the Minutes from the March 7, 2022, Regular Board Meeting.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the minutes of the March 7, 2022, Regular Board Meeting. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell, to approve the February 2022 Check Register, #14541-14600 totaling \$68,754.61. The motion passed unanimously.

Public Hearing was held prior to Commissioner Cantwell making a motion, seconded by Commissioner Richardson to approve the Annual Plan for FY23 and authorize the Executive Director to submit the plan to DHCD for approval. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Delgadillo, to approve the FY 2023 Capital Improvement Plan (CIP) included in the FY23 Annual Plan and authorize the Executive Director to submit it to DHCD in the Annual Plan for approval. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Marshfield June 30, 2022 budget for the 400-1 program as follows:

Revenues of \$689,061.00, expenses of \$684,040.00 and requested a subsidy of \$68,053.00. The Executive Director's salary is zero. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Richardson, to approve the Marshfield June 30, 2022 budget for the MRVP program as follows:

Revenues of \$9,600.00, expenses of \$8,893.00 and requested a subsidy of \$0.00. The Executive Director's salary is zero. The motion passed unanimously.

Tenant Association

Tenants at the meeting expressed willingness to open and close the community room on the weekends. Residents were directed to contact Mr. Hillman as the President of the Association to arrange for access to key.

Finance

Grace McAuliffe led the discussion on the FY 2022 budget submission process.

Executive Director's Report

James Marathas was absent from the meeting, Laura Taylor, Assistant Executive Director reported on the following:

- Two additional units are being turned over
- Fire extinguishers have been inspected
- Wiring replacement done at Chickatawbut Road
- Painting of hallways and basement hallways completed
- Deck painting is on-going
- Lease enforcement is on-going
- 3rd round of COVID test kits were delivered to residents
- CHAMP continues to be a burdensome and slow process to fill vacancies
- Met with the LTO to review the Annual Plan and Capital Plan
- Watch for details of a cookout for residents on June 10th
- Working on CPC funding applications to be submitted
- Pumping stations were repaired
- Laura Taylor and Colleen Whalen will begin holding quarterly meetings with the residents
- New building numbers have been installed and look great

There being no further business, Commissioner Cantwell, made a motion, seconded by Commissioner Richardson to adjourn. The motion passed unanimously, and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director of Managed Agencies