

**MARSHFIELD HOUSING AUTHORITY**  
**17 Tea Rock Gardens Marshfield, MA 02050**  
**BOARD OF COMMISSIONERS MINUTES, May 2, 2022, 5:00 P.M.**

A Regular Meeting of the Marshfield Housing Authority was duly called and held , on Monday, May 2, 2022, and upon a call of the roll, the following Officers were found present and absent:

Present

Cecilia Delgadillo  
Kerry Richardson  
Kevin Cantwell

Absent

John Daley

**Approval of the Minutes from the April 4, 2022, Regular Board Meeting.**

Commissioner Richardson made a motion, seconded by Commissioner Delgadillo to approve the minutes of the April 4, 2022, Regular Board Meeting. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Cantwell to approve the April 2022 Check Register, #14642-14687 totaling \$96,109.88. The motion passed unanimously.

Commissioner Delgadillo made a motion, seconded by Commissioner Cantwell to Award and Authorize the Executive Director to execute a contract with Zander Corporation for the Windows, Siding & Roofing Replacement at 30 Old Colony Lane in Marshfield. The bids were opened on March 10, 2022, there were six (6) bidders and Zander Corp. was the third low bidder (See attached Bid Tabulation). The low bidder was New Kappa City Construction, Inc. but a review of their bid listed the obligee on their Bid Bond as the “City of Douglas” and not the Town of Marshfield, so that bid was determined to be non-responsive. The second low bidder was FRG Contractor Corp. but a check on their references conducted by Mark Coughlin of Strelakovsky Architecture, Inc. were not positive, (See attached letter). The references for the third bidder, Zander Corp., were checked and came back favorable. Based on all of the above, it was decided to award the contract to Zander Corp. The contract will be in the amount of \$108,000.00. The source of funding for this project is DHCD Formula Funds. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Delgadillo to accept the Proposal from BSC Group, Inc. for the Sustainability Existing Conditions, Topographic and Flood Elevation Survey at the 705 Scattered Sites. The Proposal in the amount of \$7,800.00. The Work Order was prepared by DHCD (See attached). The funding source for this contract is DHCD Sustainability Funds. The motion passed unanimously.

Commissioner Delgadillo made a motion, seconded by Commissioner Richardson to Motion to Accept the Fee Amendment Proposal from BSC Group, Inc. for the Sustainability Existing

Conditions, Topographic and Flood Elevation Survey at the 705 Scattered Sites. BSC will need to conduct boundary surveys at the following sites:

6 Anderson Drive, 4 Harlow Road and 635 Ocean St. The boundary surveys were not included in the basic services of BSC's contract but will be an Amendment to their contract. The motion passed unanimously.

Commissioner Richardson made a motion, seconded by Commissioner Delgadillo to approve Change Order No. 1 to the contract with Full Scope Contracting, Inc. for the Exterior Door Replacement at Tea Rock Gardens, FISH # 171074. The black paint color selected for the PVC grids on the side lights on doors, 1, 2, 3 & 4 will not properly adhere to the PVC due to thermal movement. This Change Order will require that the installed black painted grids be removed, and new factory painted white grids, installed. This will result in an increase of \$3,553.50 to the contract price. This Change Order also includes an increase of 273 calendar days, to the contract time. The time extension is due to the COVID-19 pandemic and global supply chain issues. (See the attached Change Order, the letter from the RCAT Designer and the Change Order Proposal). The motion passed unanimously.

### **Tenant Association**

Mr. Hillman spoke on behalf of the Tenant Association indicating that the Association is having an open meeting on Saturday and that the Association is looking for ideas and direction on new events and restarting old events such as Bingo. Mr. Schilling, Property Manager will ask Support Services to reach out to the Association. The Association presented the signed proposed budget for Finance.

Residents brought up maintenance issues but were instructed to call in work orders.

Mr. Marathas reported that the finances are going well now entering the end of the fiscal year.

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

- Mr. Marathas reported the following:
- Community Room Doors are scheduled to be finished in May
- The family units that are vacant require extensive rehab and funding requests have been submitted
- Snow equipment has been serviced and put away
- Lawn mower and preparation for Spring clean up of the property has begun
- An eviction has occurred, and a restraining order obtain for 1 full year
- CPC grant application is being prepared for generators for Tea Rock and Grace Ryder
- Capital plan will be modified to reflect additional DHCD funding
- A complimentary note regarding the maintenance staff was read

Commissioner Cantwell made a motion, seconded by Commissioner Richardson to adjourn the meeting at 5:30pm. The motion passed unanimously.

Respectfully submitted by,

Colleen M. Whalen

Assistant Executive Director of Managed Agencies