

**MARSHFIELD HOUSING AUTHORITY  
17 TEA ROCK GARDENS  
MARSHFIELD, MA 02050  
BOARD OF COMMISSIONERS MEETING, August 1, 2023, 5:00PM**

A Regular Meeting of the Marshfield Housing Authority was duly called and held on Tuesday, August 1, 2023, at 5:00 p.m. prior to the roll call, Commissioner Cantwell announced that the meeting was being videotaped and recorded. Upon a call of the roll, the following Commissioners were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Kevin Cantwell	
Kerry Richardson	
Cecilia Delgadillo-Calbimonte	
Joseph Pecevich	
Helen Bennett	

**Tenant's Association**

The Tenant's Association held an election, and the following officers were sworn in to a new term:

Helen Bennett, President

Sandy Murphy, Vice President

Patti Danner, Treasurer

Dotty Wulf, Secretary

John Murray, Alternate

Val LaVallee, Alternate

Helen Bennett also reported that the Association held a successful Fourth of July Cookout, will be holding a Yard Sale on August 19<sup>th</sup> and beginning in September they are going to celebrate all birthdays monthly. The Association asked about the refrigerators and Mr. Marathas reported that he is still working on it.

**Election of Board of Commissioner Officers**

Commissioner Richardson placed in nomination the name of Kevin Cantwell for the Office of the Chairperson, seconded by Commissioner Bennett. There were no other names placed in nomination. The vote for the Office of Chairperson was as follows:

Commissioner Cantwell voted Commissioner Cantwell

Commissioner Richardson voted Commissioner Cantwell

Commissioner Bennett voted Commissioner Cantwell

Commissioner Delgadillo voted Commissioner Cantwell

Commissioner Pecevich voted No

Commissioner Cantwell was declared the Chairperson.

Commissioner Cantwell placed in nomination the name of Kerry Richardson for the Office of the Vice-Chairperson, seconded by Commissioner Bennett. There were no other names placed in the nomination. The vote for the Office of the Vice-Chairperson was as follows:

Commissioner Cantwell voted Commissioner Richardson

Commissioner Richardson voted Commissioner Richardson  
Commissioner Bennett voted Commissioner Richardson  
Commissioner Delgadillo voted Commissioner Richardson  
Commissioner Pecevich voted Commissioner Richardson

Commissioner Richardson was declared the Vice-Chairperson.

Commissioner Cantwell placed in nomination the name of Helen Bennett for the Office of the Treasurer, seconded by Commissioner Richardson. There were no other names placed in nomination. The vote for the Office of the Treasurer was as follows:

Commissioner Cantwell voted Commissioner Bennett  
Commissioner Richardson voted Commissioner Bennett  
Commissioner Bennett voted Commissioner Bennett  
Commissioner Delgadillo voted Commissioner Bennett  
Commissioner Pecevich voted Commissioner Bennett

Commissioner Bennett was declared the Treasurer.

For the Board of Commissioners Liaison to the Community Preservation Committee, Commissioner Richardson nominated Commissioner Delgadillo, seconded by Commissioner Bennett. There were no other names placed in nomination. The vote for the Liaison to the Community Preservation Committee was as follows:

Commissioner Cantwell voted Commissioner Delgadillo  
Commissioner Richardson voted Commissioner Delgadillo  
Commissioner Bennett voted Commissioner Delgadillo  
Commissioner Delgadillo voted Commissioner Delgadillo  
Commissioner Pecevich voted Commissioner Delgadillo

Commissioner Delgadillo was declared the Liaison to the Community Preservation Committee.

### **Approval of Minutes of the May 2, 2023, Regular Board Meeting**

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve the Minutes of the May 2, 2023, Regular Board Meeting. After discussion surrounding the use of exclamation points, Commissioner Pecevich made a motion to have the exclamation points removed. The motion was not seconded. The original motion to approve the Minutes of the May 2, 2023, meeting as presented passed, with a vote of 4-1; Commissioners Cantwell, Richardson, Bennett, Delgadillo voting yes, and Commissioner Pecevich voting no.

### **Finance Report**

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve the Accounts Payable for the month of June, check numbers 15400-15474, totaling \$118,720.70. The motion passed with Commissioner Pecevich abstaining.

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve the Accounts Payable for the month of July, check numbers 15475-15517, totaling \$65,717.64. The motion passed with Commissioner Pecevich abstaining.

Commissioner Richardson made a motion, seconded by Commissioner Bennett to approve, and authorize the Executive Director to execute a contract with John Murphy Jr. Electrical Construction and Engineering, Inc. in the amount of \$23,350.00 for Design and Engineering services for the installation of Emergency Generators at Tera Rock Gardens 667-01 Development and Grace Ryder 667-02 Development. A work order was prepared by the Executive Office of Housing & Livable Communities (EOHLC) and John Murphy Jr. Electrical Construction Engineering was assigned the project under the EOHLC “House Doctor” program. The motion passed unanimously.

Commissioner Cantwell made a motion, seconded by Commissioner Bennett, to approve fee amendment #2 to the contract with GCG Associates, Inc. for DHCD (now EOHLC) project #171095; 667-1 and 667-2 Septic System Replacement. This fee amendment is for additional design services required due to the discovery of failure of the leaching field at 667-2 Grace Ryder Development. This amendment will result in an increase of \$14,860.00 to the contract. The motion passed unanimously.

Commissioner Bennett made a motion, seconded by Commissioner Delgadillo to authorize the Executive Director to enter into a contract with Community Energy Services for the energy efficiency updates at Tea Rock Gardens for \$144, 896.60 with no cost to the MHA. This is a grant through Lean Multi Family Programs. The motion passed with a vote of 4-1; Commissioners Cantwell, Richardson, Bennett, Delgadillo voting yes and Commissioner Pecevich voting no.

Commissioner Richardson made a motion, seconded by Commissioner Bennett, to approve year-end financial reports as presented. The motion passed with a vote of 4-1; Commissioners Cantwell, Richardson, Bennett, Delgadillo voting yes and Commissioner Pecevich voting no because he said his documents were late arriving to him.

Commissioner Bennett made a motion, seconded by Commissioner Richardson, to write off \$26,622.00 vacated accounts receivable balanced for tenants vacated over 90 days as follows:

MHA Tenant Write offs – vacated tenants as of 6/30/2023

667-1 Tea Rock Gardens -	\$14,687
667-2 Grace Ryder -	\$ 9,862
689 Program	\$ 0
705-3 Family	\$ 2,073
705 Scattered Families	\$ 0

The motion passed unanimously.

### **Executive Director’s Report**

Mr. Marathas reported on the following:

- Community Garden has been completed and vegetables are being shared
- Flags at Tea Rock and Grace Ryder have been replaced
- Smoke detectors have been replaced with combination smoke/Co2 detectors
- Shower valve project is nearing completion
- Painting entry ways and railings has begun
- Fire alarm testing completed
- Mosquito spraying was done
- Employees participated in Sexual Harassment Training

- K9 Inspections completed
- 12 of 14 vacancies have been filled, thank you to tenant selectors Robbin and Abi
- Rotary landscaping completed, thank you to John for hard work

There being no further business, Commissioner Bennett made a motion, seconded by Commissioner Delgadillo to adjourn. The motion passed unanimously, and the meeting adjourned at 6:14 p.m.

Respectfully submitted,

Colleen M. Whalen  
Assistant Executive Director