

**MARSHFIELD HOUSING AUTHORITY**  
**17 TEA ROCK GARDENS**  
**MARSHFIELD, MA 02050**  
**BOARD OF COMMISSIONERS MEETING, January 7, 2025**

A Regular Meeting of the Marshfield Housing Authority Board of Commissioners was held on Tuesday, January 7, 2025. Commissioner Richardson announced that the meeting was being videotaped and recorded. Upon a call of the roll, the following Commissioners were found Present and Absent:

Present

Kerry Richardson  
Cecilia Delgadillo-Calbimonte  
Joseph Pecevich  
John Daley  
Helen Bennett

Absent

Commissioner Delgadillo made a motion, seconded by Commissioner Bennett, to approve the minutes of the December 3, 2024, Regular Board Meeting. Upon a call of the roll, the motion passed unanimously, 5-0.

Commissioner Bennett made a motion, seconded by Commissioner Daley, to approve the minutes of the December 10, 2024, Special Board Meeting. Upon a call of the roll, the motion passed unanimously, 5-0.

**Tenant's Association**

Helen Bennett reported that the Association had a great New Years Day luncheon, and there will be no breakfast for the next two months, still having Bingo twice a month.

Commissioner Daley made a motion, seconded by Commissioner Bennett, to approve the accounts payable, as presented, check numbers #16267-16304, totaling \$206,323.76. Upon a call of the roll, the motion passed unanimously, 5-0.

Commissioner Bennett made a motion, seconded by Commissioner Delgadillo to approve Change Order Proposal #3 to the contract with Dandis Contracting, Inc., for State Project #171115, 705s Roof and Siding Replacement at 635 Ocean Street and 231 Careswell Project. The change order will result in an increase of \$3,030.30 to the contract price and add 5 days to the contract duration. Upon a call of the roll, the motion passed unanimously, 5-0.

Commissioner Bennett made a motion, seconded by Commissioner Delgadillo to approve Change Order Proposal #4 to the contract with Dandis Contracting, Inc., for State Project #171115, 705s Roof and Siding Replacement at 635 Ocean Street and 231 Careswell Project. The change order will result in an increase of \$1,460.90 the contract price and add 0 days to the contract duration. Upon a call of the roll, the motion passed unanimously, 5-0.

Commissioner Bennett made a motion, seconded by Commissioner Daley to approve and authorize the Executive Director to enter a contract with EOHLC House Doctor, Rogue Engineering & Design in the

amount of \$73,284.00 for State Project #171110, ARPA Targeted Award: Marshfield Federal Pacific Replacement (667-1). Upon a call of the roll, the motion passed unanimously, 5-0.

### **Old/New Business**

Commissioner Richardson spoke with the attorney for Quincy Housing Authority regarding the Code of Conduct that was voted on previously and the attorney felt it was appropriate as a guideline of expectations and to help guide the Board in the future. Commissioner Richardson said the Board will move forward with the Code of Conduct in mind.

Commissioner Richardson also spoke with the attorney for Quincy Housing Authority regarding the wording of the public input guidance that has been at the bottom of the agenda. The attorney said any such public comment allowed is left up to the Chair. Commissioner Richardson, as Chair, will enact the public comment guidance and allow comment for a 10 minute period for 2 minutes each person that has signed in with the Assistant Executive Director prior to the start of the meeting.

### **Managed Agency Report**

Mr. John Murray, Director of Finance for QHA reported that following will be happening:

- Greater Boston Food Delivery
- Wreath making was held
- Gingerbread houses with the children was held
- Participation in a holiday show in Plymouth
- Caroling by the children in the afternoon
- Caroling in the evening
- Blood pressure clinic unfortunately was canceled
- New signage at Tea Rock was installed
- Exterior lighting was completed at Tea Rock and Grace Ryder
- 231 Careswell building envelop project is completed
- Siding repair was completed at family Unit 26
- Vacancies in progress, with Grace Ryder units 4 and 5 turned in for occupancy
- MFD can no longer do blood pressure clinics for lack of funding, working on obtaining a volunteer
- Walking group continues inside every Friday morning
- Community coffee hour
- Community book swap and recipe swap
- In February students from Regis College will present classes at MHA on health related topics

### **Modernization Report**

1. Project 171115 – Ocean and Careswell St. Building envelopes
  - a. Careswell is 100% Completed
  - b. Ocean is waiting on Contractor to Permit – reduced scope, awaiting Town to issue permit
2. Project 171095 – Tea Rock Septic/Sewer Connection
  - a. Contractor Substantially complete
  - b. Punchlist complete
3. Project 171120 – Generator installations at Tea Rock and Grace Ryder
  - a. Construction Contract being finalized at EOHLC

- b. Pre-construction meeting completed
- 4. Project 1711125 – Grace Ryder Septic System replacement
  - a. Leach field is substantially complete
  - b. Effluent tank installed
  - c. Pump is installed waiting on the controller
- 5. Project 1711110 – ARPA – Targeted Award – Federal Pacific Electrical System Replacement
  - a. Work order finalized by EOHLIC
  - b. This project will go to the Designer Selection
- 6. New CIP 2025 Projects/Force Account Projects
  - a. Cupola Project – need to complete and submit CPC application
  - b. Exterior Lighting Project 171131 and 171132 – Tea Rock and Grace Ryder Completed
  - c. RCAT starting 305 Webster Planning process. Work order being finalized, fee proposal requested from EOHLIC House Doctor
  - d. Sign Replacement at Tea Rock – installation completed

Commissioner Pecevich asked to know who conducted the Appraisal at Ocean Street and to see the appraisal. Mr. Murray said he would get that information for the Board.

Commissioner Richardson spoke about new projects that the MHA would like to do to assist in spending down the reserves. Commissioner Pecevich asked Commissioner Bennett as President of the Tenant's Association, to ask the tenants at the next meeting. Commissioner Bennett indicated that she would, however, she feels certain the tenants would welcome any of the projects listed.

There was no business brought to the attention of the chairman within 48 hours of the Board Meeting.

There being no further business, Commissioner Daley made a motion, seconded by Commissioner Bennett to adjourn. Upon a call of the roll, the motion passed unanimously, and the meeting adjourned at 5:53 p.m.

Respectfully submitted,

Colleen M. Whalen  
Assistant Executive Director