

**A SCITUATE HOUSING AUTHORITY REGULAR MEETING WAS HELD REMOTELY ON
TUESDAY, FEBRUARY 16, 2021 AT 6:00 PM.**

Call to Order: 6:15 PM

Present: Jon Duane
Stephen Coulter
Jill Caffrey

Absent: Tamara Durante

Also Present: Kathy DeMarsh, E.D., Secretary to the Board

Bills and Communications

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

Voted: To accept the agenda for February 16, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

Voted: To acknowledge receipt and approve the Accounts Payable Warrant and Payroll
Journal for January, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To approve the January 12, 2021 Regular Meeting Minutes as written
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt of the Reconciliation Reports for January, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

Voted: To acknowledge receipt of the Director's Report of February 16, 2021
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt of the Monthly/Quarterly Financial Reports (Cost
Comparatives) for December 31, 2020
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jill Caffrey, seconded by Jon Duane, it was unanimously

Voted: To acknowledge receipt and approve Change Order No. 2 to the contract with
WPI Construction, Inc for the Roof Replacement at Central Park.
Change Order No. 2 will result in a Credit of \$725.72 to the contract price with
no change to the contract time. It is for the replacement of four (4) broken
window sashes that were damaged during WPI's demolition of the roof.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve Final Payment to WPI Construction, Inc for the Roof Replacement at Central Park. All Punch list items have been completed. The Final Payment is in the amount of \$ 8,526.28.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve Change Order No. 1 to the contract with Vareika Construction for Project 264061, LP Entry Door Replacement. Change Order No. 1 is to furnish material and labor to replace the rear door locksets to match the new front door systems. Work includes keying of cores and 2 3/8" backset. The work described shall increase the Contract sum by \$8,585.06.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve Change Order Nos. 1-5 to the contract with Zander Corporation, for the Project 264065-ADA Unit 82 WP Repairs as described below.
Change Order 1-\$754.31 Remove and Replace 1½" water main to building 6-WP2
Change Order 2-\$350.62 Install wiring-Kitchen circuit to code
Change Order 3-\$1,159.19 Install panel and branch circuit to code. Existing panel at capacity.
Change Order 4-\$348.67 Install dedicated bathroom circuit to meet code.
Change Order 5-\$ 1,515.03 Replace gate valve for the hot water to Unit 82
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve as recommended by Kate Ferreira, RCAT Project Manager, the Certificate of Substantial Completion for Project 264065, Unit 82WP Renovation, for Zander Corporation.
Ayes: 3 Nays: 0 Abstained: 0

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To acknowledge receipt and approve as recommended by Kate Ferreira, RCAT Project Manager, the Certificate of Final Completion and application for Payment in the amount of \$6,327.82 for Project 264065, Unit 82WP Renovation, for Zander Corporation.
Ayes: 3 Nays: 0 Abstained: 0

Acknowledge Tammy Durante for her service on the CPC Board as the Representative for the Scituate Housing Authority.

Vote to approve a new Board member of the SHA to represent the Housing Authority on the CPC Board.
Tabled.

OLD BUSINESS

NEW BUSINESS

ADJOURN

On a motion by Jon Duane, seconded by Jill Caffrey, it was unanimously

Voted: To adjourn the meeting, the time being 6:35 PM
Ayes: 3 Nays: 0 Abstained: 0

(Seal)

Kathy J. DeMarsh

Kathy J. DeMarsh, Secretary