

LUNENBURG HOUSING AUTHORITY
MINUTES OF THE MONTHLY MEETING

August 18, 2016

Members Present: Elizabeth Murphy, Chair
Paul Doherty, Vice Chair
Caroline Fortin, Member
Linda McDonald, Member

Members Absent: Deborah A.H. Christen, Member

Also Present: Peter Proulx, Executive Director
Denise Ivaldi, Recording Secretary

There were no residents present.

1. The Chair declared a quorum present and opened the meeting at 6:30 p.m.

2. The minutes of the July 21, 2016 meeting were presented. Linda McDonald made a motion to accept the minutes; Caroline Fortin seconded. All were in favor, the motion passed unanimously.

3. The Executive Director Report:

- The E.D. talked with the family residents about the fence.
- The E.D. will come out to the site, with Tony Stancato, to look at the landscaping and benches again.

4. Financial Report:

- Page 2 – Reserves are over 65.15%.
- Page 3 – Rental Income, we are very close to budget.

Elizabeth Murphy asked about the “Other” item under Expenses for \$3800; was this new. The E.D. said he was not sure but would find out for the next meeting. The Chair then asked if it could be for laundry. The E.D. replied yes, possibly other as well.

Caroline Fortin asked how inspections are done. The E.D. replied that we have one inspector for all four housing authorities. Inspections are done over a nine (9) month period.

Linda McDonald made a motion to accept the July financial statement. Elizabeth Murphy seconded; all were in favor.

5. Modernization Report:

- Kitchen upgrade modernization is complete.
- GFCI – bid results/contract award later in meeting.
- Contractor to look at cracks in the stoops; seal to prevent water/ice.

6. State-Aided Housing Report:

- One vacate early August.

7. Old Business: None

8. New Business:

The following resolution were presented:

On the first resolution, Elizabeth Murphy asked if the contractor has to get quotes for subcontractors. The E.D. replied yes, depending on the work. In this case, he did. Paul Doherty asked if the state change from \$10K to \$50K affect us; the E.D. replied yes.

RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER ONE FOR THE KITCHEN CABINET MODERNIZATION AT
THE 667-1 PEARL BROOK
ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162019

Resolution 201610

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number One in conjunction with the kitchen cabinet modernization at the 667-1 Pearl Brook elderly development and,

Whereas: The contractor has submitted a price proposal for the removal and disposal of asbestos containing kitchen sinks at 41 apartments and a time extension request of 30 days due to delays for testing and additional time to complete the asbestos abatement work and,

Whereas: This Change Order Number One will increase the original contract sum of \$120,000.00 to \$130,996.00 (**an increase of \$10,996.00**) and extend the original completion date of July 1, 2016 to July 31, 2016 and,

Whereas: The Architect, Raymond T. Guertin, believes the additional cost and time extension request appears reasonable and recommends approval and,

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number One for the kitchen cabinet modernization at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Linda McDonald to authorize the signing of the Change Order Number One in conjunction with the kitchen cabinet modernization at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

SECONDED, Paul Doherty seconded the motion, and the motion was passed unanimously.

RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER TWO FOR THE KITCHEN CABINET MODERNIZATION AT
THE 667-1 PEARL BROOK
ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162019

Resolution 201611

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the kitchen cabinet modernization at the 667-1 Pearl Brook elderly development and,

Whereas: The contractor has submitted a price proposal for the replacement of seven (7) existing shut-off valves found to be defective during replacement of 41 kitchen sinks and,

Whereas: This Change Order Number Two will increase the original contract sum (including Change Order No. 1) of \$130,996.00 to \$131,408.00 (an increase of \$412.00) and the completion date (extended by Change Order No. 1) of July 31, 2016 remains unchanged and,

Whereas: The Architect, Raymond T. Guertin, believes the additional cost request appears reasonable and recommends approval.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair, or their designee, to sign the Change Order Number Two for the kitchen cabinet modernization at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Caroline Fortin to authorize the signing of the Change Order Number Two in conjunction with the kitchen cabinet modernization

at the 667-1 elderly development and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

SECONDED, Linda McDonald seconded the motion, and the motion was passed unanimously.

The E.D. noted that on the following resolution, usually the Substantial Completion is at 95% of the work being complete. In this case, the contractor was at 100% complete.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF SUBSTANTIAL
COMPLETION FOR THE KITCHEN CABINET MODERNIZATION AT THE 667-1 PEARL
BROOK
ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162019

Resolution 201612

Whereas: The Architect (Raymond T. Guertin) has inspected and recommended that the kitchen cabinet modernization at the Pearl Brook development has reached the point of Substantial Completion and,

Whereas: It is anticipated that the representatives from the Department of Housing & Community Development will agree with the Architect's assessment.

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair, or their designee, to sign the necessary documents in connection with the Substantial Completion of the kitchen cabinet modernization at the Pearl Brook development.

RESOLVED, Motion made by Elizabeth Murphy to accept the Substantial Completion of the kitchen cabinet modernization at the Pearl Brook development.

SECONDED, Linda McDonald seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING SIGNING OF THE CERTIFICATE OF FINAL
COMPLETION AND FINAL PAYMENT FOR THE KITCHEN CABINET
MODERNIZATION AT THE 667-1 PEARL BROOK ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162019

Resolution 201613

Whereas: The Architect (Raymond T. Guertin) has inspected and recommended that the kitchen cabinet modernization at the Pearl Brook development has reached the point of Final Completion and,

Whereas: It is anticipated that the representatives from the Department of Housing & Community Development will agree with the Architect's assessment.

NOW THEREFORE BE IT RESOLVED,

That the Authority authorizes the Chair, or their designee, to sign the necessary documents in connection with the Final Completion and Final Payment of \$6,962.00 for the kitchen cabinet modernization at the Pearl Brook development.

RESOLVED, Motion made by Caroline Fortin to accept the Final Completion and Final Payment for the kitchen cabinet modernization at the Pearl Brook development.

SECONDED, Paul Doherty seconded the motion, and the motion was passed by a unanimous vote.

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE GFCI REPLACEMENT AT THE PEARL BROOK 667-1
ELDERLY DEVELOPMENT

RESOLUTION 201614

WHEREAS: The Lunenburg Housing Authority has advertised for bids for the GFCI Replacement in 46 units at the 667-1 elderly development, and

WHEREAS: A bid opening was held on Wednesday, July 6, 2016 and the Authority received three (3) bids to complete the work (see attached list), and

WHEREAS: Ruel Electric submitted the low eligible and responsible bid in the amount of \$11,980.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority authorize the Chair, or their designee, to award the contract for GFCI replacement to the low eligible and responsible bidder, Ruel Electric, in the amount of \$11,980.00.

This vote shall further authorize the Executive Director to enter into the contract in connection with this bid.

RESOLVED, Motion made by Paul Doherty to award the bid for the GFCI replacement at the 667-1 elderly development to the lowest bidder.

SECONDED, Linda McDonald seconded the motion and the motion was passed by a unanimous vote.

Paul Doherty asked if with the electrical outage on Saturday, was Keith paid overtime. The E.D. replied he is paid straight time, minimum of two hours. Only overtime after 30 hours.

The E.D. reminded the board he was on vacation September 18-30; September meeting if needed.

Paul Doherty made a motion to adjourn the meeting at 6:50 p.m. Linda McDonald seconded, all were in favor, and the meeting was adjourned.

