

**HOLBROOK HOUSING AUTHORITY
ONE HOLBROOK COURT
COMMUNITY ROOM
HOLBROOK, MA 02343
BOARD OF COMMISSIONERS MEETING, APRIL 27, 2023, 5:30 p.m.**

A Regular Meeting of the Holbrook Housing Authority was duly called and held on Thursday, April 27, 2023, at 5:30 p.m. and upon a call of the roll, the following Commissioners were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Sheila Hartwell	Daniel Lee
Richard Dean	Dawn Dubose
Sandra Lemieux	

Approval of Minutes of the March 23, 2023, Regular Board Meeting

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve the minutes of the March 23, 2023, regular board meeting. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-0003 to the contract with Laracy Electrical Contractors, Inc. for the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding a heat detector in the basement due to a beam that exceeds 18' and will result in an increase of \$1,829.11 and an extension of ten (10) calendar days to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-0004 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding devices for the hearing-impaired units and will result in an increase of \$8,077.29 and an extension of thirty (30) calendar days to the contract time. (See attached Engineer's letter and Change Order Proposal). The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux to approve Change Order Proposal Request No. CP-0005 to the contract with Laracy Electrical Contractors, Inc. for the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for the family housing units to determine if they are tied into the fire alarm panel in the community room and will result in an increase of \$2,605.68 with no change to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux to approve Change Order Proposal Request No. CP-0006 to the contract with Laracy Electrical Contractors, Inc. for the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding 3 attic heat detectors next to the mechanical equipment, add 1 heat detector in the

attached garage, add 1 smoke detector in the recreation room and add 1 exterior beacon and will result in an increase of \$2,480.37 and an extension of thirty (30) calendar days to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-0007 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding 9 relay modules and 9 monitor modules to make the function of dual apartment smoke activation per the Fire Department requirements and will result in an increase of \$5,482.95 and an extension of thirty (30) calendar days to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-0008 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding 1 additional loop card due to the quantity of detection devices, this also requires an additional underground cable be installed from the community room to all buildings and back to the community room and will result in an increase of \$6,433.64 and an extension of thirty (30) calendar days to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-0009 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for deletion of 1 radio master box and the addition of 1 module and surge protector to reuse the existing master box and the installation of 1 cellar dialer with additional programming and will result in a decrease of \$4,711.40 with no change to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-00010 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding 1 heat detector over each hot water tank and will result in an increase of \$7,525.33 with no change to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve Change Order Proposal Request No. CP-00011 to the contract with Laracy Electrical Contractors, Inc. the ARPA Fire Alarm System at 667-1 and 667-2. This Change Order Proposal Request is for adding devices for 1 additional hearing-impaired unit and will result in an increase of \$2,338.02 and an extension of thirty (30) calendar days to the contract time. The motion passed unanimously.

Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to approve to adopt the proposed Holbrook Housing Authority Logo. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported the following:

- Fire alarm testing is nearing completion

- Replaced leaking water tank
- Spring clean up of site is in progress
- Work orders from inspections are in progress
- Bus stop has been reinstated
- Recertifications in progress
- New phone system installed
- Meeting with Vaika to move community room renovation forward
- Completed sustainability application and approval of for toilet replacement
- Working on payment agreements with tenants to resolve outstanding rents
- Working with DHCD for funding outstanding payables
- Payments made to MRVP landlords
- CHAMP applications have been updated and lists are being pulled

Mr. Marathas thanked the residents for their patience and understanding during this transition.

Finance Report

Chairperson Hartwell opened the meeting up to questions or comments from the residents in attendance. Concerns from the residents were raised about the smoking policy, handicapped parking, parking permits/stickers, and parking in general. Mr. Marathas addressed the concerns.

There being no further business, Commissioner Hartwell made a motion, seconded by Commissioner Lemieux, to adjourn. The motion passed unanimously, and the meeting adjourned at 5:54 p.m.

Respectfully submitted,

Colleen M. Whalen
Assistant Executive Director

