

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

December 14, 2010

Members Present: John Romano, Chairperson
Deborah A.H. Christen, Member
Susan Szocik, Vice-Chairperson

Member absent: Sheila Lumi, Member
Elizabeth Murphy, Member

Also Present: Eugene Capoccia, Executive Director

There were a number of tenants present. Tenants had questions on the progress of the construction. The Director gave the tenants an update.

The Chair declared a quorum present at 6:45 p.m. and began the meeting. Minutes of the November 16, 2010 meeting were presented. Minutes were not approved at this meeting due to the fact that two Board members present at the November meeting were absent at this meeting.

The Executive Director provided his report. He brought the Board up to date on the progress of the construction. He explained a number of issues pertaining to Change Order #3. Mr. Capoccia reviewed the necessity to approve Change Order #3 with the use of the construction contingency funds.

Mr. Capoccia then proceeded to review the Financial Report. He indicated that the Housing Authority was doing better than expected. On a motion by Deborah Christen, seconded by Susan Szocik, the Financial Report was approved, all in favor.

The Director also informed the Board that UNITIL provided a check in the amount of \$32,445 and the Housing Authority had made arrangements to install all new fridges in the senior complex.

Mr. Capoccia then presented the following Resolutions;

**RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER TWO IN CONJUNCTION
WITH THE MODERNIZATION WORK
AT THE PEARL BROOK DEVELOPMENT (667-1)**

WORK PLAN 1004; DHCD PROJECT NUMBER 162008

Resolution 201009

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number Two in conjunction with the modernization work at the Pearl Brook Development (667-1) and,

Whereas: This Change Order Number Two will increase the contract by \$24,153.00.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number Two in conjunction with the modernization work at the Pearl Brook Development (667-1) and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Susan Szocik to authorize the signing of the Change Order Number Two by the Chair or Executive Director in conjunction with the modernization work at the Pearl Brook Development (667-1) currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

SECONDED, Deborah Christen seconded the motion, and the motion was passed unanimously.

**RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER THREE IN CONJUNCTION
WITH THE MODERNIZATION WORK
AT THE PEARL BROOK DEVELOPMENT (667-1)**

WORK PLAN 1004; DHCD PROJECT NUMBER 162008

Resolution 201010

Whereas: The Lunenburg Housing Authority has the need to sign a Change Order Number Three in conjunction with the modernization work at the Pearl Brook Development (667-1) and,

Whereas: This Change Order Number Three will increase the contract by **\$14,420.00**.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Directors authorizes the Chair or the Executive Director to sign the Change Order Number Three in conjunction with the modernization work at the Pearl Brook Development (667-1) and now being undertaken by the Department of Housing and Community Development and the Lunenburg Housing Authority.

RESOLVED, Motion made by Deborah Christen to authorize the signing of the Change Order Number Three by the Chair or Executive Director in conjunction with the modernization work at the Pearl Brook Development (667-1) currently being undertaken by the Lunenburg Housing Authority and the Department of Housing and Community Development.

SECONDED, Susan Szocik seconded the motion, and the motion was passed unanimously.

**RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE
705-1 FURNACE REPLACEMENT UNDER
THE AMERICAN RECOVERY & REINVESTMENT ACT-
WEATHERIZATION ASSISTANCE PROGRAM (ARRAWAP)**

WORK PLAN 1008, DHCD PROJECT NO. 162016

RESOLUTION 201011

- WHEREAS:** The Lunenburg Housing Authority has received funding for 705-1 furnace replacement under the American Recovery & Reinvestment Act-Weatherization Assistance Program (ARRAWAP), and
- WHEREAS:** The Lunenburg Housing Authority has advertised for bids for the 705-1 furnace replacement, and
- WHEREAS:** The Authority has received bids to complete the work (see attached list),

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority authorize the Executive Director or Chairman to award the contract to the lowest responsible bidder (see attached list), and

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

- RESOLVED,** Motion made by Susan Szocik to award the bid for the 705-1 furnace replacement to the lowest bidder.
- SECONDED,** Deborah Christen seconded the motion and the motion was passed by a unanimous vote.

Being no further business, on a motion by Susan Szocik, seconded by Deborah Christen, the Board voted to adjourn the meeting at 9:10 PM. All were in favor.