

LUNENBURG HOUSING AUTHORITY

MINUTES OF REGULAR MEETING

February 21, 2013

Members Present: Elizabeth Murphy, Chairperson
Deborah A.H. Christen, Vice Chair
Paul Doherty, Member

Members Absent: Amaryllis Leet, Member
Sheila Lumi, Member

Also Present: Eugene Capoccia, Secretary

There was one tenant present; no comments.

At 6:30 p.m. the Chair declared the meeting opened. Minutes of the January 17, 2013 meeting were presented. On a Motion by Elizabeth Murphy, seconded by Paul Doherty; the minutes were approved as presented. All were in favor.

The Executive Director then presented his report. He reported that a number of Corporations went out to bid on the paving project. The three lowest bids as follows; Sunshine Paving \$72,000; Lazaro Paving Corp. \$78,900; A.F. Amorello & Sons \$91,950. He also mentioned that during the last snow storm the maintenance personnel John Siart, actually spent the night in the community room office, to prevent getting stuck and not being able to get back to the Housing Authority.

Mr. Capoccia then moved to the Financial Reports. The year-end statement showed the Housing Authority performed far better than original projections and that the Housing Authority had a net income of \$38,000. This was after a reduction of subsidy of nearly \$40,000. Within each category the Housing Authority out performed budget projections for instance, administration expenses were \$2,000 less than projected. There was a cost savings of \$14,000 in utilities, a cost savings of \$4,000 in maintenance and a cost savings of \$400 in general expenses. The financial report including a review of accounts payable was accepted, on a motion by Paul Doherty; seconded by Elizabeth Murphy, financials were approved as presented. Certifications were signed as directed by DHCD by the Board members.

Mr. Capoccia then presented the following resolution:

RESOLUTION AUTHORIZING THE ACCEPTANCE
OF THE LOWEST BID FOR THE
PARKING LOT RESURFACE AT THE 667-1 ELDERLY DEVELOPMENT

WORK PLAN 5001, DHCD PROJECT NO. 162017

RESOLUTION 201307

- WHEREAS:** The Lunenburg Housing Authority has advertised for bids for the parking lot resurface at the 667-1 elderly development, and
- WHEREAS:** The Authority has received bids to complete the work (see attached list) and a bid opening was held on January 31, 2013 at 2:00 p.m., and
- WHEREAS:** pending Board vote, DHCD has authorized the Authority to award the construction contract to Sunshine Paving Corporation of N. Chelmsford, MA in the amount of \$72,000.00.

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, Sunshine Paving Corporation of N. Chelmsford, MA in the amount of \$72,000.00.

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 Paul Doherty to award the bid for the parking lot resurface at the 667-1 elderly development to the lowest bidder.
- SECONDED,** Elizabeth Murphy seconded the motion and the motion was passed by a unanimous vote.

Mr. Capoccia then explained that because the paving bid came in substantially lower than originally projected. Graves Engineering firm recommended that they be involved in the oversight of the pavement. Mr. Capoccia agreed and recommended approval of the \$5,000 request to perform that task. After a brief discussion, the following resolution was presented;

RESOLUTION FOR AUTHORIZATION OF
CHANGE ORDER NUMBER ONE TO THE DESIGNER
FEE CONTRACT IN CONNNECTION
WITH THE PARKING LOT RESURFACE AT THE
667-1 ELDERLY DEVELOPMENT

WORK PLAN 5001; DHCD PROJECT NUMBER 162017

Resolution 201308

- Whereas:** The Lunenburg Housing Authority has the need to sign a Change Order Number One to the designer fee contract in conjunction with the parking lot resurface at the 667-1 elderly development and,

Whereas: Graves Engineering, Inc. believes that the project may warrant additional field resident observation during construction beyond their current contractual obligations, and

Whereas: This Change Order Number One will increase the designer fee contract by **\$5,000.00**, but still remain within the capital improvements plan budget allocated.

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 One to the designer fee contract in conjunction with the parking lot resurface 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 Deborah A.H. Christen to authorize the signing of the Change Order Number One to the designer fee contract in conjunction with the parking lot resurface 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.

With no other business, on a motion by Deborah A.H. Christen, seconded by Elizabeth Murphy, the Board voted to adjourn the meeting at 8:30 PM. All were in favor.