



MHA MINUTES OF BOARD MEETING OF JANUARY 20, 2021

Location: On-Line Meeting-Join by Computer or Tablet:

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JANUARY Meeting of the Manchester Housing Authority Called to Order 3:30 P.M

Roll Call: Present: Gretchen Wood - Chairman, John Kenney, Beth Heisey, Elaine Persons,
Nancy Hammond, and Irene Frontiero - Executive Director Absent: 0

1. The Minutes of the regular December 16, 2020. Beth motioned to approve them as presented and the motion was seconded by Elaine; vote was all in favor 4-0.
2. Vote- Board reviewed the low bid and references for the Exterior Door replacement project #166074 and awarded the bid to Dandis Contracting of Canton, MA, in the amount of \$159,900.00. The first low bidder E5B backed out of the project stating that, one of the supporting subtrades is not available to support the project. The bid deposit will not be returned, the awarding authority has the discretion to refund a bidder's bid bond in the case of a bona fide clerical or mechanical error. The bid deposit of \$6849.00 will be used to offset the increase to the construct budget for the project. Beth motioned to award the bid to Dandis Contracting and Nancy seconded the motion, vote all in favor 5-0.
3. Beth inquired about contractor's insurance liability and workers compensation coverage. She asked what documentation MHA receives for the verification of coverage. ED noted that MHA receives a Certification of Liability Insurance listing the contractor's coverage. ED will follow up with the wording on types of coverage that is on the Certification and a sample document.
4. Gretchen asked if the residents of MHA will be qualified for the COVID-19 vaccine. E.D responded that all low-income housing residents will be eligible in Phase 2-2 and she is talking with a pharmacy that MHA is trying to partner with.
5. Mod project update: Septic system received a notice to proceed and a site visit is scheduled. The Exterior Door project is scheduled for an asbestos testing.
6. The MHA office is putting up a drop box for residents to use for recertification paperwork.
7. The budget cut of 4% the State issued was reinstated and the budget cuts in line items for material and supplies and administration costs can be restored to 2020 levels.
8. An Annual Plan is new this year and will be posted 45 day in advance on the Town's website and MHA's website for public comment and presented at the regular meeting in March.
9. Gretchen mentioned that the Town's annual report is due.
10. Vote to approve monthly disbursement, Beth motioned to approve the disbursements and John seconded the motion, vote all in favor 5-0
11. John asked if the upper School Street project went through would the project have any effect on any project that MHA in joint effort with MAHT tries to do. Gretchen responded that it is too early to tell.

Meeting ended. Beth motioned to adjourn the meeting at 4:20 John seconded the motion.
Vote all in favor, 4-0.

Next meeting of the Executive Board will be held on February 16, 2021.

Signature: Irene Frontiero