

COHASSET HOUSING AUTHORITY  
SPECIAL BOARD MEETING

January 14, 2021

The Special meeting was held remotely via "GoToMeeting" as allowed by Executive Order due to Covid-19.

Chairman, Helen Nothnagle called the meeting to order at 1:10 pm.

Upon a call of the roll the following members were:

PRESENT

Helen C. Nothnagle

Tom Meade

Donna McGee

Susan Sardina

Also present: Colleen Sullivan-Locchi, Managing Agent.

ABSENT

None

**New Business**

**Motion 2021 - 01 to approve Change Order #12, Additional Site Work for Generator totaling \$6,204.00 and 2 additional calendar days, Vareika Construction Project #065040 as presented.**

Moved by Tom Meade, seconded by Susan Sardina to approve Changes Order #12 as read by the Chairman. The vote carried with a roll call vote of 3 to 0 with Donna McGee abstaining and the Chairman thereupon declared said motion carried.

3 Yes

0 No

**Motion 2021 - 02 to approve Change Order #13, Credit for Work Not Done in the amount of \$4,176.00 and 0 additional calendar days, Vareika Construction Project #065040**

Moved by Tom Meade, seconded by Susan Sardina to reject Change Order #13 as read by the Chairman. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

4 Yes

0 No

**Motion 2021 - 03 to approve Change Order #14, Furnish and Install a Utility Shed in the amount of \$12,730.00 and 5 additional calendar days, Vareika Construction Project #065040.**

Moved by Tom Meade, seconded by Susan Sardina to reject Change Order #14 as read by the Chairman. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

4 Yes

0 No

**Motion 2021 - 04 to approve Change Order #15, Furnish and Install a Fire Alarm Cellular Dialer in the amount of \$1,465.00 and 2 additional calendar days, Vareika Construction Project #065040.**

Moved by Tom Meade, seconded by Susan Sardina to approve Change Order #15 as read by the Chairman. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

**4 Yes**

**0 No**

**Policy review for Annual Plan.** These are policy's the board had previously approved, but had not been dated:

**Motion 2021 – 05 to approve Capitalization Policy as presented.**

Moved by T. Meade, seconded by D. McGee to approve the Capitalization Policy as presented. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

**4 Yes**

**0 No**

**Motion 2021 – 06 to approve Grievance Procedure Policy as presented.**

Moved by T. Meade, seconded by D. McGee to approve the Grievance Procedure Policy as presented. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

**4 Yes**

**0 No**

**Motion 2021 – 07 to approve Procurement Policy as presented.**

Moved by S. Sardina, seconded by D. McGee to approve the Capitalization Policy as presented. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

**4 Yes**

**0 No**

**Motion 2021 – 08 to approve Rent Collection Policy as presented.**

Moved by T. Meade, seconded by D. McGee to approve the Rent Collection Policy as presented. The vote carried unanimously with a roll call vote and the Chairman thereupon declared said motion carried.

**4 Yes**

**0 No**

**Next Meeting date: January 28, 2021 1 pm**

**Motion 2021-09 Adjournment**

S. Sardina/T. Meade moved that the meeting be adjourned. The vote carried unanimously with a roll call vote. The Chairman thereupon declared said motion carried and adjourned at 1:40 pm.

Respectfully,

Colleen Sullivan-Locchi  
Secretary to the Board

Approved: April 29, 2021