

**WALPOLE HOUSING AUTHORITY  
REGULAR MEETING  
February 08, 2021**

The meeting, held in the Community Room, 8 Diamond Pond Terrace and remotely at GoToMeeting, was called to order by Chairperson Peter Betro at 6:16 pm.

**PRESENT**        Peter Betro  
                  Margaret O'Neil        Remote  
                  Michael Teeley         Remote  
                  Joseph F. Doyle, Jr.    Remote

**ABSENT:**

**ALSO PRESENT:** Denise Landry, Executive Director/Secretary

**THE MINUTES OF JANUARY 04, 2021 REGULAR MEETING**

- **Motion:** By Joseph F. Doyle, Jr. to approve the Minutes of January 04, 2021 Regular Meeting.
- **Seconded:** By Margaret O'Neil.
- **Voted: 4-0-0:** To approve the Minutes of January 04, 2021 Regular Meeting.

**TREASURER'S REPORT NOVEMBER 30, 2020**

December 31, 2020 Financial Statements held for Next Regular Meeting for Board vote in conjunction with FYE December 31, 2020 Financials and FYE Certifications. December 31, 2020 Trial Balance Treasurers Report included in Meeting Packet for review only.

**BILLS FOR PAYMENT**

Upon a motion duly made by Margaret O'Neil, and seconded by Joseph F. Doyle, Jr., it was unanimously,

- **Voted: 4-0-0:** To approve the attached list of bills for payment dated:  
  01-14-2021                01-21-2021  
  02-01-2021                02-08-2021

**MAINTENANCE**

No maintenance items related to operations acted upon at this time.

Executive Director provided project updates.

**NEW BUSINESS**

**Project #314058: Phase 2- Exterior Stairs/Community Rm. Change Order-No Cost Extension of Time**

The no cost change order before the Board is a request for extension of time, 53 days, to administratively correct for an incorrect certificate of substantial completion date entered in the DHCD Cap Hub online construction project tracking system. The Certificate of Substantial Completion date, (CSC) is set incorrectly to the date 08-08-2020. The correct and Board voted CSC date is 9-30-2020. A change order adding 53 days as a no cost extension of time in the system will properly set the CSC date to 09-30-2020 and allow for the close out and Certificate of Final Completion for the Project.

Upon review the following was put forward:

- **Motion:** By Joseph F. Doyle, Jr. to approve Project #314058 Change Order 3 for extension of time to properly reflect the Board voted Certificate of Substantial Completion date for the project as 09-30-2020.
- **Seconded:** By Michael Teeley.
- **Voted: 4-0-0:** To approve Project #314058 Change Order 3 for extension of time to properly reflect the Board voted Certificate of Substantial Completion date for the project as 09-30-2020.

## UNFINISHED BUSINESS

### **Project #314058: Phase 2- Exterior Stairs/Community Rm. Certificate of Final Completion (CFC)/ Partial/Full Release of Retainage**

Board vote to approve the Certificate of Final Completion allows the project to close out and the processing of release of final retainage reflected in Application # 5 for \$12,419.51.

Upon review the following was put forward:

- **Motion:** By Joseph F. Doyle, Jr. to approve Project #314058 Certificate of Final Completion upon confirmation of satisfactory/closed building permits for the project by the Town of Walpole Building Inspection Department.
- **Seconded:** By Margaret O'Neil.
- **Voted: 4-0-0:** To approve Project #314058 Certificate of Final Completion upon confirmation of satisfactory/closed building permits for the project by the Town of Walpole Building Inspection Department.

## DIRECTOR'S REPORT

Executive Director presented February Director's Report.

## CORRESPONDENCE

- January 2021-February 2021
  - 2021.02.21.Directors & Officers Liability Ins. Policy Renewal
  - 2021.02.01.Walpole BOH COVID19 Clinic Information
  - 2021.01.21.Walpole ZBA. 1 Winthrop St. Variance Withdrawn
  - 2021.01.20. Norfolk County Registry of Deeds. CPA
  - 2021.01.19.Walpole ZBA 20 Winthrop St. Variance Denied
  - 2020.12.30.Compliance Reserve Award.314058.Asbestos

No correspondence acted upon at this time.

There being no further items to discuss, the following was brought forward:

- **Motion:** To adjourn made by Joseph F. Doyle, Jr.
- **Seconded:** By Michael Teeley.
- **Voted: 4-0-0:** To adjourn.

Meeting adjourned 6:57 pm.

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Secretary/Executive Director