

Memo

To: All Staff Members
From: Thomas G. Thibeault, Executive Director
Date: 6/29/2020
Re: Notes from the May Meeting

At the Regular Meeting of June 25, 2020, the Board of Commissioners took the following action:

1. Approved the Minutes for the Regular Meeting of May 28, 2020;
2. Approved the Bills for the Regular Meeting of June 25, 2020;
3. Received, reviewed and accepted the Executive Director's Report for June 25, 2020 and the financial comparatives for the period ending April 30, 2020 and put on file;
4. Approved the Certificate of Substantial Completion to the contract with Buckley Elevator of Salem MA for the elevator modernization at Crosby Gardens effective January 6, 2020;
5. Approved the Certificate for Partial Release of Retainage in the amount of \$6,929.00 to the contract with Buckley Elevator of Salem MA for the elevator modernization at Crosby Gardens;
6. Appointed Chrislaine Bonny to the position of Leased Housing Administrator effective June 29, 2020;
7. Approved the 2020 Utility Allowance Schedule as presented, effective September 1, 2020;
8. Awarded a contract in the amount of \$20,382 to GA Fence Company Inc. of Assonet for fencing and gate installation at Kennedy Drive;
9. Awarded a contract in the amount of \$2,059,000 to Chapman Waterproofing Company of Holbrook MA for the comprehensive modernization, Phase IIIC exterior repairs at Caffrey Towers;

10. Elected the following officers for 2020:

Timothy Sullivan – Chairman

Ernest Pettiford – Vice Chairman

David Teixeira – Treasurer

Carol Roberts – Assistant Treasurer

Janet Trask - Member