

Wellesley Housing Authority Special Board Meeting
In-Person Meeting Minutes
Wednesday, June 16, 2021 – 9:00 AM

1. Roll Call

Janice G Coduri, Chairperson
Odessa Sanchez, Assistant Treasurer
Maura Renzella, Commissioner

Other Attendees:

Sean G Barnicle, Executive Director

- 2. Resolution #2021-26:** Approval of change order for additional siding repair and trim replacement for Barton Road siding project – FISH #324082 in the amount of \$8,036.93.
- a. Upon a duly made motion to approve the change order for additional siding repair and trim replacement for Barton Road siding project – FISH #324082 in the amount of \$8,036.93 made by Commissioner Odessa Sanchez, and seconded by Commissioner Maura Renzella, the motion was approved by the following vote: 3-0.
- 3. Resolution #2021-27:** Approval of change order for Front Office Covid adaptation project – FISH #324095 in the amount of \$2,170.00.
- a. Upon a duly made motion to approve the change order for Front Office Covid adaptation project – FISH #324095 in the amount of \$2,170.00 made by Commissioner Maura Renzella, and seconded by Commissioner Odessa Sanchez, the motion was approved by the following vote: 3-0.

Other Business: How to proceed with monthly meetings during the summer?

Executive Director Barnicle was asked to find out the options for rooms and times based on the current state of emergency ending on June 15, 2021 and no legislation passing as of 9:00 am on June 16, 2021 regarding the open meeting law and the extension of Remote Board Meetings. Executive Director Barnicle to report at the next board meeting.

4. Adjournment

- a. Upon a duly made motion to adjourn made by Commissioner Odessa Sanchez and seconded by Commissioner Maura Renzella, the motion was approved by the following vote: 3-0

Next Meeting Date: Thursday June 24, 2021



Wellesley Housing Authority

109 Barton Road Wellesley, Massachusetts 02481

(781) 235-0223 • Fax (781) 239-0802 • Wellesleyhousing@aol.com • www.Wellesley-Housing.org



Wellesley Housing Authority Board Meeting

Amended Agenda

New Location: 107 Barton Road

~~Old Location: Online Remote Meeting~~

Wednesday, June 16, 2021 – 9:00 AM

<https://www.wellesleymedia.org/live-streaming.html>

View on TV on Comcast 8/Verizon 40

1. Roll Call
2. New Business
 - a. **Resolution #2021-26:** Approval of change order for additional siding repair and trim replacement for Barton Road siding project – FISH #324082 in the amount of \$8,036.93.
 - b. **Resolution #2021-27:** Approval of Change order for Front Office Covid adaptation project – FISH #324095 in the amount of \$2,170.00.
3. Adjournment

Next Meeting Date: Thursday June 24, 2021

REMOTE MEETING PROTOCOL

The online meeting will also be streaming live on above link and will be telecast live on Comcast channel 8 and Verizon channel 40. All residents seeking to participate shall call into 781-489-7528 (Town Hall Conference Line 7528) and await the opportunity to speak. The board will ask if anyone would like to speak before the Board moves on to the next agenda item. While a person is waiting to speak, please place your phone on mute, so the meeting is not interrupted unintentionally.

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Online Remote Meeting Agenda

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Explanation of Change Orders

1. **Resolution #2021-26:** Approval of change order for additional siding repair and trim replacement for Barton Road siding project – FISH #324082 in the amount of \$8,036.93.
 - a. The change order allowed Varieka construction in replace additional trim pieces around windows throughout Barton Road, and also allowed Varieka to repair and replace shed door thresholds that were rotted out.
 - i. The items were seen at a walk through with the WHA, DHCD, Varieka Construction and Russo Barr Architects.
 - ii. Items needed to be addressed for the project to be done correctly.
2. **Resolution #2021-27:** Approval of Change order for Front Office Covid adaptation project – FISH #324095 in the amount of \$2,170.00.
 - a. The change order allowed the contractor to remove the old suspended ceiling in the waiting area of 109 Barton Road, and to replace it with a new suspended ceiling that matched the rest of the administrative office.
 - i. When the wall was moved, the ceiling no longer matched the suspended ceiling in the rest of the office.
 - ii. New lighting was installed in the waiting area, which emphasized the need to repair the ceiling correctly.
 - b. In lieu of carpet (original spec), the contractor proposed a vinyl plank floor, which would withstand foot traffic better than the original carpet.

CHANGE ORDER

Owner: Wellesley Housing Authority Date: 03.31.2021 Number 2
Development Number(s): 200-1 FISH No: 324082

Contractor: Vareika Construction, Inc. Architect: Russo Barr Associates, Inc.
219 Walnut Street, Suite B 55 Sixth Road, Suite 6
West Bridgewater, MA 02379 Woburn, MA 01801

Telephone No: 508-583-3999 Telephone No: 781-273-1537

Fax: 508-583-6888 Fax: 781-273-1695

Email: jack@vareika.com Email: dsacco@russobarr.com

The following change is ordered in accordance with Article 8 of the General Conditions of the Contract:

Additional trim repair at window locations (lump sum), additional locations of threshold repair (lump sum).

The Work described above shall (increase) ~~(decrease)~~ ~~(not affect)~~ the Contract Sum by: \$ 8,036.93

The Work described above represents an increase in the Original Contract Sum of 2 %

The effect of all Change Orders (including this one) is to increase in the Original Contract Sum by: 28 %

The Work described above shall (increase) ~~(not affect)~~ the Contract Time by 79 calendar days

The conditions hereinbefore referred to are as follows:

- A. The aforementioned change and work affected thereby is subject to all contract stipulations and covenants.
- B. The rights of the Owner are not prejudiced.
- C. All claims against the Owner which are incidental to or a consequence of the aforementioned change are satisfied.
- D. This change order is not valid until approved by the Owner, Architect, and DHCD.
- E. Signature of the Contractor indicates agreement herewith, including adjustment to contract sum and/or contract time.

The above named Housing Authority met on _____ and voted to approve this Change Order:

Certified: _____
Contract Officer

Approved: Architect

Firm: Russo Barr Associates

By: David Sacco, Project Engineer

Date: 03.31.2021

Approved: Contractor

Firm: _____

By: _____

Date: _____

Reviewed/Recommended: RCAT PM

Firm: _____

By: _____

Date: _____

Reviewed: Construction Advisor

Dept of Housing & Community Development

By: _____

Date: _____

Approved: Director of Construction Management

Dept of Housing & Community Development

By: _____

Date: _____

Note: DHCD signatures required when
cumulative change orders exceed \$10,000.

CHANGE ORDER

Owner: Wellesley Housing Authority Date: 4/15/21 Number 1
Development Number(s): n/a FISH No: 324095
Contractor: JStraightline Construction Inc. Architect: GCE ARCHITECTURE
18 Catalpa Circle 14 ROCKY WOODS TRAIL
Worcester, MA 01603 HOLLISTON, MA 01746
Telephone No: _____ Telephone No: 978-761-3627
Fax: _____ Fax: _____
Email: _____ Email: gwen@gcearchitecture.com

The following change is ordered in accordance with Article 8 of the General Conditions of the Contract:

1. Remove and replace for new approximately 220 sf of suspended ceiling to match to the rest of existing office ceiling grids. Disposal of debris, clean up. 1,690.00
2. In lieu of Carpet, installation of Luxury Vinyl Plank Flooring. Material and labor. 480

The Work described above shall <u>increase</u> the Contract Sum by:	<u>\$ 2,170.00</u>
The Work described above represents an <u>increase</u> in the <u>Original</u> Contract Sum of	<u>26%</u>
The effect of all Change Orders including this one is to <u>increase</u> in the <u>Original</u> Contract Sum by:	<u>26%</u>
The Work described above shall increase the Contract Time by	<u>0</u> <u>calendar days</u>

The conditions hereinbefore referred to are as follows:

- A. The aforementioned change and work affected thereby is subject to all contract stipulations and covenants.
- B. The rights of the Owner are not prejudiced.
- C. All claims against the Owner which are incidental to or a consequence of the aforementioned change are satisfied.
- D. This change order is not valid until approved by the Owner, Architect, and DHCD.
- E. Signature of the Contractor indicates agreement herewith, including adjustment to contract sum and/or contract time.

The above named Housing Authority met on _____ and voted to approve this Change Order:

Certified: _____
Contract Officer

Approved: Architect
Firm: GCE ARCHITECTURE
By: Gwen Erskine *Gwen C. Erskine*
Date: April 15, 2021
Approved: Contractor
Firm: JStraightline Construction Inc.
By: _____
Date: _____
Reviewed/Recommended: RCAT PM
Firm: _____
By: _____
Date: _____

Reviewed: Construction Advisor
Dept of Housing & Community Development
By: _____
Date: _____
Approved: Director of Construction Management
Dept of Housing & Community Development
By: _____
Date: _____

Note: DHCD signatures required when
cumulative change orders exceed \$10,000.