

# QUINCY HOUSING AUTHORITY

QUINCY, MASSACHUSETTS 02170-2799  
80 CLAY STREET

James Marathas  
Executive Director  
Telephone: (617) 847-4350  
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## MINUTES OF THE QUINCY HOUSING AUTHORITY BOARD MEETING

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, September 18, 2019 at 5:00 p.m. at 80 Clay Street, Quincy, MA 02170 and upon a call of the roll, the following Officers were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Scott Campbell	None
Brian Clifford	
Mary Ann Morris	
Josephine Shea	
Michael Flaherty	

### **Pledge of Allegiance**

The Pledge of Allegiance was led by the Executive Director.

### **Approval of Minutes of the August 21, 2019 Regular Board Meeting**

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve the minutes of the August 21, 2019 Regular Board Meeting. The motion passed unanimously.

### **Residents' Council for Elderly/Disabled Residents of the QHA**

Kevin Matta addressed the Board and commended the staff for their hard work.

### **Finance/Leased Housing**

Commissioner Clifford made a motion, seconded by Commissioner Shea, to remove Archie Wahlberg as a signatory to Quincy Housing Authority bank accounts. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to add Josephine Shea as a signatory to Quincy Housing Authority bank accounts. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to adopt a payment standard of 100% of HUD's Fair Market rent for each community. The motion passed unanimously.

### **Support Services/Tenant Services**

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Carolyn Crossley reported that a new FSS Coordinator has been hired for the Support Services Department and will be starting on Monday.

The Board accepted Ms. Crossley's Report.

## **Maintenance/Mod**

Commissioner Clifford made a motion, seconded by Commissioner Shea, to award and Authorize the Contract Officer to execute a contract to JJS Universal Construction, Co. for the Roof Replacement at West Acres 705-1. The contract is in the amount of \$64,500. The bids were opened on August 28, 2019 and JJS Universal Construction was the low bidder. The contract is subject to DHCD approval. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Clifford, to award and Authorize the Contract Officer to execute a contract to American Service for the Fire Alarm Testing, Fire Alarm and Burglar Alarm Monitoring and Service Contract. The contract is for a two year period commencing on October 1, 2019. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Campbell, to award and authorize the Contract Officer to execute a contract to Frank Lamperelli Oil Co., Inc. for the HVAC Service Contract.. The contract is for a two year period commencing on October 1, 2019. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to award and authorize the Contract Officer to execute a contract to American Canine for Canine Bed Bug Detection Services. The bids will be opened on September 18, 2019. The contract is for a three year period commencing on October 1, 2019. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Morris, to award and Authorize the Contract Officer to execute a contract to ARL Locksmith for Locksmith Services. The bids were opened on August 26, 2019 and ARL Locksmith was the low bidder. The contract is for a two year period commencing on October 1, 2019. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to name Richard Wakhweya as "Employee of the Quarter" The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve and accept the new Organizational Chart. The motion passed unanimously.

## **Executive Director's Report**

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## **Mr. Marathas reported on the following completed projects:**

- Palmer Street grant landscape design is complete. CAP grant was \$100,000.
- Operation Able, Inc., office space on the 12<sup>th</sup> floor of Tobin Towers is complete.
- A contract has been executed for lead removal, per consultant and state report.
- A new organization chart has been prepared for QHA for 2019 and 2020.
- We have advertised for new Property Manager Supervisor, new Section 8 Supervisor and new Section 8 HAP Specialist and a Laborer.
- New floors for O'Brien Towers have been ordered.
- We collected \$594.00 for damages to QHA vehicle.
- A cook out was hosted for Mayor Koch and Councilor Dave McCarthy.
- Landscape trimming at Tobin Towers is complete.
- Landscape trimming at Drohan Apartments is complete.
- Hosted election at O'Brien Towers and Sawyer Towers on September 10<sup>th</sup>.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to adjourn. The motion passed unanimously and the meeting adjourned at 6:45 p.m.