

**MINUTES OF THE
QUINCY HOUSING AUTHORITY BOARD MEETING**

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, February 20, 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	
Arthur Wahlberg	
Michael Flaherty	

Pledge of Allegiance

The Pledge of Allegiance was led by the Executive Director.

Approval of Minutes of the January 16, 2019 Regular Board Meeting

Commissioner Wahlberg made a motion, seconded by Commissioner Campbell, to approve the minutes of the January 16, 2019 Regular Board Meeting. The motion passed unanimously.

Harborview Residents' Committee, Inc.

No one from HRCI was present this evening.

Residents' Council for Elderly/Disabled Residents of the QHA

Kevin Matta said that the tenants were happy and that there were no complaints.

Finance

Ms. McAuliffe addressed the Board and said that the Bond refinancing is moving along and that bonds should be issued before the next Board meeting.

The federal and state audits are complete and there were some minor issues that are being addressed.

Project based vouchers for Fenno House and Atlantic gardens are in process.

A collaborative between the housing authority and Father Bill's homeless shelter is underway to issue more section 8 vouchers.

Maintenance/Mod

Commissioner Morris made a motion, seconded by Commissioner Wahlberg, to Award and authorize the Contract Officer to execute a contract with Terminal Exchange Systems to provide Information Technology Services for the Quincy Housing Authority. Sealed Proposals were received on November 5, 2018 (See attached list). The Proposals were evaluated for completeness and only two (2) firms met all of the RFP requirements. Those two firms, Information Technology Systems and Iuvo Technologies were interviewed by the IT Evaluation Committee. After careful evaluation of the firm's qualifications including pricing, the committee recommends awarding the contract to Terminal Exchange Systems. The contract is being awarded on an hourly cost basis. (See attached Hourly Contract Rates) The contract is for two years commencing March 1, 2019 with an Authority option to renew for two additional one (1) year periods. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Wahlberg, to Award and authorize the Contract Officer to execute a contract with New England Automatic Door, Inc. to provide Automatic Door Operator Servicing. Quotes were received on January 14, 2019 The contract is for two years commencing March 1, 2019. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Wahlberg, to Approve the FY20 Capital Improvement Plan (CIP) and authorize the Executive Director to submit the CIP to DHCD for approval. The CIP will provide Modernization Funding for the five year period starting with FY 2020 and ending with FY 2024. The motion passed unanimously.

Commissioner Wahlberg made a motion, seconded by Commissioner Campbell, to Extend and authorize the Contract Officer to execute a contract extension to Iuvo Technologies for Information Technology Services for two (2) months. Iuvo's current contract expired on January 31, 2019 and the new IT contract will not take effect until March 1, 2019. The new IT provider will need 2 - 3 weeks startup time and this extension will provide IT coverage until March 31, 2019. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Wahlberg, to Approve Change Order No. 1 to the contract of DDC Construction, Inc. for the Accessible Unit Conversion at Sawyer Towers. Change Order No. 1 will result in an increase to the contract amount of \$48,523.00 and an increase of thirty-five (35) calendar days to the contract time. The motion passed unanimously.

Support Services/Tenant Services/Leased Housing

Commissioner Campbell made a motion, seconded by Commissioner Morris, to adopt the 2019 Maintenance Charges schedule effective March 1, 2019. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Wahlberg, to adopt the following policy regarding candles and open flame effective March 1, 2019. In order to ensure the safety of all residents, and to safeguard against the destruction of property there shall be no candles or open flame in any unit. Anyone with an open flame or candle in their unit or in the common areas shall be subject to eviction. The motion passed unanimously.

Commissioner Wahlberg made a motion, seconded by Commissioner Morris, to adopt the following policy regarding space heaters effective March 1, 2019. In order to ensure the safety of all residents, and to safeguard against the destruction of property there shall be no space heaters in any unit, unless provided by the Housing Authority on an emergency case by case basis. Anyone with a space heater in their unit shall be subject to eviction. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to approve the 2019 Agency Plan as written. The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported on the following in progress and completed projects.

- We are now using Jing Feng as the first line of contact for IT issues. This has turned out successful and has saved the Authority money.
- A trial date of February 26,27 and 28 has been scheduled with the conflict with Air Quality.
- The laundry room project as 80 Clay Street is complete.
- RFP for designer for fully accessible handicap units located at Sawyer Towers is underway and three family units in Snug Harbor construction has begun.
- Asbestos evaluation of all units at O'Brien Towers.
- Installation of new steel racks at Tobin Towers, O'Brien Towers, and carpentry shop.

- Boots have been purchased for all maintenance employees.
- Installation of new computer terminal desk stands enabling employees to work standing at their desk if desired is complete.
- Annual staff meeting was held on February 8th.
- The Tobin Towers Community Room has been dedicated to Rosemary Wahlberg
- Ceiling fans were installed in the Community Room at Tobin Towers by Mike Micciche.

There being no further business, Commissioner Campbell made a motion, seconded by Commissioner Clifford to adjourn. The motion passed unanimously and the meeting adjourned at 5:50 p.m.

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