

MINUTES OF THE QUINCY HOUSING AUTHORITY  
ANNUAL BOARD MEETING

The Annual Board Meeting of the Quincy Housing Authority was duly called and held on Wednesday, April 17, 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.

**Annual Meeting/Election/Appointment of Officers**

The Chairperson turned the meeting over to James Marathas, Secretary, for the Annual Meeting and Election.

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	

Commissioner Morris placed in nomination the name of Michael Flaherty for the Office of Chairperson which nomination was seconded by Commissioner Wahlberg. There were no other names placed in nomination. The vote for the office of chairperson was as follows: Commissioner Campbell, Michael Flaherty; Commissioner Clifford, Michael Flaherty; Commissioner Morris, Michael Flaherty; Commissioner Wahlberg, Michael Flaherty; Commissioner Flaherty, Michael Flaherty.

Commissioner Flaherty was declared the Chairperson.

Commissioner Morris placed in nomination the name of Brian Clifford for the Office of Vice Chairperson which nomination was seconded by Commissioner Campbell. There were no other names placed in nomination. The vote for the office of Vice Chairperson was as follows: Commissioner Campbell, Brian Clifford; Commissioner Clifford, Brian

Clifford; Commissioner Morris, Brian Clifford, Commissioner Wahlberg, Brian Clifford; Commissioner Flaherty, Brian Clifford

Commissioner Clifford was declared the Vice Chairperson.

Commissioner Morris placed in nomination the name of Scott Campbell for the Office of Treasurer, which nomination was seconded by Commissioner Clifford. There were no other names placed in nomination. The vote for the Office of Treasurer was as follows: Commissioner Campbell, Scott Campbell; Commissioner Clifford, Scott Campbell; Commissioner Morris, Scott Campbell; Commissioner Wahlberg, Scott Campbell; Commissioner Flaherty, Scott Campbell.

Commissioner Campbell was declared the Treasurer.

The Chairperson appointed Commissioner Morris to the position of Assistant Treasurer. Commissioner Morris accepted the appointment.

With no further business, the Election of Officers was concluded at 5:15 p.m. and the Regular Board Meeting continued.

### **Minutes Approval**

Commissioner Walberg made a motion, seconded by Commissioner Clifford, to approve the minutes of the March 20, 2019 Regular Board Meeting. The motion passed unanimously.

### **Finance/Leased Housing**

Commissioner Campbell made a motion, seconded by Commissioner Morris, to authorize the Executive Director and Director of Finance to enter into agreement to invest approximately \$4.5 million dollars in bond proceeds into a money market fund with Wilmington Trust. Investment vehicles to be limited to U.S. Government and U.S. Government agency issuances. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Campbell, to adopt a 2019 Leased Housing payment standard of 100% of FMR effective April 18, 2019. The motion passed unanimously.

### **Maintenance/Mod**

Commissioner Morris made a motion, seconded by Commissioner Wahlberg, to award and authorize the Contract Officer to execute a contract to LIEBSTUDIOS Architecture for the Design and Contract Administration for the Accessible Unit Conversion at O'Brien Towers for the Quincy Housing Authority. Proposals were received from nine

(9) design firms and after evaluations two firms were short listed for further evaluation, those firms were Holmes & Edwards and LIEBSTUDIOS Architecture. The short listed firm's proposals were evaluated by the Modernization Designer Selection Committee and LIEBSTUDIOS was selected to receive the contract award. The contract is in the amount of \$25,700.00. The funding for this project is the new CFFP Bond funding. The motion passed unanimously.

Commissioner Wahlberg made a motion, seconded by Commissioner Campbell, to award and authorize the Contract Officer to execute a contract to CBI Consulting L.L.C. for the Design and Contract Administration for the Elevator Upgrades at O'Brien Towers and Pagano Towers for the Quincy Housing Authority. CBI was the only firm that submitted a Proposal, their proposal was evaluated by the Modernization Designer Selection Committee and it was determined that they were qualified for this project and that their fee was reasonable. The contract is in the amount of \$49,420.00. The funding for this project is the new CFFP Bond funding. 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 Rainbow ADHC to provide an Adult Day Care facility at O'Brien Towers for the Quincy Housing Authority. Proposals were received from two (2) providers and evaluated by a special committee who recommends awarding the contract to Rainbow ADHC. The contract will include Rainbow providing adult day health care including recreational therapy, constructing at their cost a facility in a portion of the Community room at O'Brien Towers. The contract will also include a monthly rent to the Authority for use of this space. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Wahlberg, to Award and authorize the Contract Officer to execute a contract to Molloy Disposal Services, Inc. for providing 30 yard non-asbestos dumpsters. Quotes were received on April 5, 2019 and Molloy Disposal was the only bidder. The contract is for a one (1) year period commencing on May 1, 2019. The motion passed unanimously.

Commissioner Campbell a motion, seconded by Commissioner Wahlberg to approve the Certificate of Final Completion for the Quincy Housing Authority for the Crowley Court Kitchen Renovations. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Campbell, to approve Final Payment to the Quincy Housing Authority for the contract for the Crowley Court Kitchen Renovations. The Final Payment is in the amount of \$25,267.25. The source of funds is DHCD HILAPP funds. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Wahlberg to Authorize the Executive Director to enter into negotiations with Operation Able to lease

approximately 500 sq. ft. of space on the 12<sup>th</sup> floor of 80 Clay St. The motion passed unanimously.

**Executive Director's Report**

Mr. Marathas reported to the Board on the in progress and completed projects that were in his written report.

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 7:00 p.m.