

MINUTES OF THE
QUINCY HOUSING AUTHORITY BOARD MEETING

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, October 23, 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:

Present

Scott Campbell
Brian Clifford
Mary Ann Morris
Michael Flaherty

Absent

Josephine Shea

Pledge of Allegiance

The Pledge of Allegiance was led by the Executive Director.

Approval of Minutes of the September 18, 2019 Regular Board Meeting

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve the minutes of the September 18, 2019 Regular Board Meeting. The motion passed unanimously.

Harborview Residents' Committee, Inc.

Richard Wakhweya was present representing HRCI. Mr. Wakhweya reported on the following:

- HRCI is planning a Halloween event for the children.
- Elections will be up and running soon.
- HRCI is working on creating a nonprofit entity.

Residents' Council for Elderly/Disabled Residents of the QHA

Mr. Matta reported that the residents are happy and are enjoying the farmers market at the various locations.

Finance/Leased Housing

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve and certify the FY 2020 budget for the consolidated 400-1 program, which results in requesting a subsidy of \$1,870,372. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to approve and certify the FY 2020 budget for the consolidated 689 program, which results in a requesting a subsidy of 0. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve and certify the FY 2020 budget for the MRVP state voucher program, which results in requesting a subsidy of \$0. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to approve and certify the FY 2020 budget for consolidated federal programs as presented. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to award the contract for general liability (which includes federal property, boiler and machinery and wind coverage) to Philadelphia/Vermont Mutual in the amount of \$263,113.00. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Campbell, to award the contract for public officials' liability insurance to Indian Harbor in the amount of \$13,181.00. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to award the contract for crime coverage to Travelers in the amount of \$1,880.00. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to award the contract for Cybercrime to Corvus in the amount of \$4,592.00, subject to further discussion with QHAs IT provider. The motion passed unanimously.

Support Services/Tenant Services

Commissioner Morris made a motion, seconded by Commissioner Campbell, to approve and authorize the submission of an application for a Resident Service Coordinator to provide supportive services to the 400 families of the Chapter 200, State Public Housing in Snug Harbor. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to authorize the Executive Director to enter into a one year contract with two one year options with Triple M Moving and Storage, Inc. for move out and storage services related to the eviction of residents. The motion passed unanimously.

Maintenance/Mod

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to Award and Authorize the Contract Officer to execute a contract to Pavilion Floors, Inc. for the

Flooring Replacement at Sawyer Towers, 667-3. The contract is in the amount of \$90,950.00. The bids were opened on November 7, 2019 and Pavilion Floors, Inc. was the low bidder. The contract is subject to DHCD approval. The source of funds for this project is DHCD Formula Funding. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and Authorize the Contract Officer to execute a contract to CJM Services, Inc. for the Entryway Carpet Replacement at Louie George Village, 667-2. The contract is in the amount of \$73,038.00 which includes Alternate No. 1. The bids were opened on November 9, 2019 and CJM Services, Inc. was the low bidder. The contract is subject to DHCD approval. The source of funds for this project is DHCD Formula Funding. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to award and Authorize the Contract Officer to execute a contract to System Contracting, Inc. for the Video Surveillance System at Sawyer Towers, 667-3. The contract is in the amount of \$65,650.00. The bids were opened on November 16, 2019 and Systems Contracting, Inc. was the low bidder. The contract is subject to DHCD approval. The source of funds for this project is a State Grant. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and Authorize the Contract Officer to execute a contract with BSC Group, Inc. for the Driveway and Walkway Resurfacing at Snug Harbor 200-1. A Work Order was prepared by DHCD and BSC Group, Inc., was assigned the project under the DHCD "House Doctor" program. The contract is in the amount of \$28,500.00. The source of funds for this project is DHCD Formula Funding. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to award and Authorize the Contract Officer to execute a contract with Garofalo Design Associates Inc. for the Roof Replacement and Exterior Cladding Repairs at Tobin Towers 667-4. A Request for Architectural Services (RFS) was prepared by DHCD and seven (7) design firms submitted proposals. The proposals were evaluated by the QHA and submitted to the State Designer Selection Committee (DSC). A hearing with the DSC was conducted on September 18, 2019. The DSC after reviewing the qualifications, references and previous experience ranked Garofalo Design Associates, Inc. as the number one firm. The contract is in the amount of \$86,925.00. The source of funds for this project is HILAPP funding. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and Authorize the Contract Officer to execute a contract with Syska Hennessy Group, Inc. for

the Elevator Modernization/Upgrades at Tobin Towers, 667-4. A Work Order was prepared by DHCD and Syska Hennessey Group, Inc, was assigned the project under the DHCD "House Doctor" program. The contract is in the amount of \$38,920.00. The source of funds for this project is HILAPP funding. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and Authorize the Contract Officer to execute a contract with Strekalovsky Architecture, Inc. for the Window Repairs in the Community Room at Tobin Towers, 667-4. A Work Order was prepared by DHCD and Strekalovsky Architecture, Inc. was assigned the project under the DHCD "House Doctor" program. The contract is in the amount of \$11,200.00. The source of funds for this project is HILAPP funding. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to authorize the Executive Director to enter into a Management Agreement to manage the Hingham Housing Authority subject to approval of the Hingham Housing Authority's Board of Commissioners vote scheduled for November 12, 2019. The management fee including Executive Director Compensation will be in accordance with DHCD Guidelines. The motion passed unanimously.

Executive Director's Report

The Executive Director reported on the following completed items:

- Rotary Project completed. Dedication service was held on Friday, September 20, 2019.
- Operation Able, Inc., has moved into their new offices located on the 12th floor of Tobin Towers.
- Lead removal at Snug Harbor is complete.
- Hiring for a new Property Manager Supervisor, Jimmy Schilling.
- Hiring for a new Section 8 Supervisor, Marianne Correia.
- Hiring for a new Occupancy Specialist, Meixia Lin.
- Hiring for two new Laborers, James Lippert and Eugene Simpkins.
- Hiring of new FSS Coordinator, Linda Moscardelli.
- Hiring of a new Maintenance/Laborer Supervisor, Mark Kennedy.
- Hiring of a new Maintenance Clerk Supervisor, Brigid Carroll.
- Meeting with Consultant regarding conversion of Federal properties and repositioning of our federal portfolio.
- Meeting with Hingham Housing Authority Board of Commissioners' for introduction.
- Meeting with Senator Ron Mariano to discuss CHAMP and the impact it will have on the Quincy Housing Authority.
- Hosted luncheons with the Sherriff's office at O'Brien Towers.

- Attended a meeting at City Hall to improve overall transportation for elders and disabled residents throughout the City of Quincy.
- Meeting with BoxCar to discuss rental agreement at Tobin Towers, contract executed.
- Purchased 1,600 plungers to assist residents in dealing with routine clogs. Distribution begins this week to all our properties.
- Hosted a luncheon with the Mayor at Drohan apartments.

There being no further business, Commissioner Morris made a motion, seconded by Commissioner Clifford, to adjourn. The motion passed unanimously and the meeting adjourned at 6:00 p.m.