

MINUTES OF THE
QUINCY HOUSING AUTHORITY BOARD MEETING

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, January 22, 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 December 18, 2019 Regular Board Meeting

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

Finance/Leased Housing

Grace McAuliffe addressed the Board and said that the November 2019 YTD Financials were attached in the Board packages. All programs are performing as expected for the time of year. Fee for services is below budget by about 7% as is the corresponding revenue to the COCC. This is due to focus on asbestos remediation projects during this time.

The Commissioners did not have any questions for Ms. McAuliffe.

Support Services/Tenant Services

Ms. Crossley addressed the Board and asked for approval to the following motions:

Commissioner Shea made a motion, seconded by Commissioner Clifford, to amend the Section 8 Administrative Plan as written. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to amend the Tenant Selection and Assignment Plan as written. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to adopt the QHA Policy on Health and Safety as written. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to amend the Section 8 Homeownership Policy to provide for a maximum 24 month period between Homeownership training and the purchase of a home. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Shea, to adopt the new flat rent schedule as written. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to adopt the maximum rents as written. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Campbell, to approve the amended annual PHA Plan as written. 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 Industrial Burner Systems, Inc. for the maintenance and repairs of all Lochinvar Boilers and hot water heaters for both the Quincy Housing Authority and the Hingham Housing Authority. The contract is for a two year period and starts February 1, 2020. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to award and authorize the contract officer to execute a contract to J. Woody for the hardwood flooring sanding repairs and finishing. The contract is for a two year period and starts February 1, 2020. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell to award and authorize the contract officer to execute a contract to Fast Signs for the supply, installation and setup of five (5) 50 inch smart monitor displays for Tobin, Sawyer, O'Brien and Pagnano Towers and Drohan Apartments. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford to approve and authorize the Executive Director to execute a contract to Strekalovsky Architecture, Inc. for the Entryway carpet replacement at Louie George Village. 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 \$10,570.00. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Campbell, to approve and authorize the Executive Director to execute a contract to BLW Engineers, Inc. for the bathroom exhaust vent replacement at Tobin Towers. A work Order was prepared by DHCD and BLW Engineers Inc. was assigned the project under the DHCD "House Doctor" program. The contract is in the amount of \$16,800.00. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Morris, to name Lien Nguyen as "Employee of the Quarter." The motion passed unanimously.

Executive Director's Report

Mr. Marathas reported to the Board that holiday parties for our elderly/disabled tenants were held in January and were a big success.

A Conference call with DHCD to discuss clarification regarding housing situation priorities.

A house full of furniture was picked up and will be raffled off in one of our high rise properties.

A conference has been scheduled for separation of QHA with a current employee.

Notification was received from Civil Service denying a claim against the QHA from a past employee.

Applications were submitted to Community Preservation for windows at Crowley Court, roof project at Crowley Court and accessibility to beach project.

A meeting was held with a consultant regarding preferences to establish Section 8 selection process

RAD conversion application is in progress and RFP is being prepared.

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