

**QUINCY HOUSING AUTHORITY
80 CLAY STREET, QUINCY, MA 02170
BOARD OF COMMISSIONERS MEETING, September 16, 2020 5:00 P.M.**

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, September 16, 2020 via gotomeeting.com/teleconference 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 19, 2020 Regular Board Meeting

Commissioner Morris made a motion, seconded by Commissioner Shea to approve the Minutes of the August 19, 2020 Regular Board Meeting. The motion passed unanimously.

Harborview Residents' Committee, Inc.

There was no one present this evening from HRCI.

Residents' Council for Elderly/Disabled Residents of the QHA

Kevin Matta said the tenants are very pleased with the new gazebo and grateful for the sanitizing efforts taking place daily.

Mod/Maintenance

Commissioner Morris made a motion, seconded by Commissioner Clifford, to award and authorize the Executive Director to enter into a contract with Advanced Kiosks to supply, install and maintain seven (7) Technology Lobby Kiosks at Tobin Towers, Sawyer Towers, O'Brien Towers, Pagnano Towers and Drohan Apartments. The contract will be in the amount of \$140,807.00. The Quotes were opened on September 8, 2020, there were three (3) bidders and Advanced Kiosks was the low bidder. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and authorize the Executive Director to enter into a contract with Ockers Company to supply and install three (3) Interactive

Touchscreen Video Conference Monitors for three conference rooms at Tobin Towers. The contract will be in the amount of \$18,987.00. The Quotes were opened on August 28, 2020, and Ockers Company was the low bidder. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris to award and Authorize the Executive Director to enter into a contract with Top Notch Supply, Inc. to provide Janitorial Supplies to the Quincy Housing Authority. The bids were opened on September 8, 2020, and Top Notch Supply was the low bidder. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to award and authorize the Executive Director to enter into a contract with Sherwin-Williams Company to provide Painting Supplies to the Quincy Housing Authority. The bids were opened on September 8, 2020, and Sherwin-Williams was the low bidder. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Morris, to award and authorize the Executive Director to enter into a contract with F.W. Webb Company to provide Plumbing and Heating Supplies to the Quincy Housing Authority. The bids were opened on September 8, 2020, and F.W. Webb was the only bidder. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Shea, to award and authorize the Executive Director to enter into a contract with Graybar Electric Supply to provide Electrical Supplies to the Quincy Housing Authority. The bids were opened on September 8, 2020, and Graybar Electrical Supply was the low responsible bidder. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Shea asked why the contracts are only for a year. Mr. Marathas responded that prices change quickly, and therefore need to be re-bid every year.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to award and authorize the Executive Director to enter into a contract with Richmond Hardware to provide Hardware Supplies to the Quincy Housing Authority. The bids were opened on September 8, 2020, and Richmond Hardware was the only bidder.. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Morris, to award and authorize the Executive Director to enter into a contract with National Lumber Company to provide Building Materials to the Quincy Housing Authority. The bids were opened on September 8, 2020, and National Lumber

Company was the only bidder. The contract will be in effect for the period of October 1, 2020 to September 30, 2021. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to approve Change Order No. 1 to the contract of New Era Technology (Formally FTG Security) for the Video Surveillance System at O'Brien Towers, Pagnano Towers, Drohan Apartments and Riverview. Change Order No. 1 will result in an increase of \$3,860.00 to the contract amount with no change in the contract time. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to award and authorize the Executive Director to enter into a contract with lowest responsible bidder for the Access Door Controls Replacement at Tobin Towers and Sawyer Towers. The bids will be opened on September 16, 2020. The motion passed unanimously.

Finance

Commissioner Campbell made a motion, seconded by Commissioner Morris to approve the year end financial reports as presented for the federal combined, 400-1, 689-C and MRVP programs. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford to approve the modernization cost report as presented. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Morris to write off vacated tenant balances as follows:

Federal Programs	\$7,568.43
State 200 (family)	\$17,689.02
State 667 (elderly)	\$3,423.65
State 705 (family)	<u>304.60</u>
For a total of	\$28,985.70

The motion passed unanimously.

Executive Director's Report

- Mr. Marathas reported on the following:
- QHA has a new website. It can be viewed at www.quincyha.com
- Daniel Nelson was hired as a carpenter

- Jarrod Decelle and Michael Perkins were hired as permanent laborers.
- Richard Myatt and Kevin Piccuito were hired as temporary laborers
- A new 12 passenger shuttle for QHA tenants was delivered.
- Lobby monitors are now installed in all of our high rise buildings.
- Repair and completion of repairs to trash truck from the fire damage are complete.
- A new gazebo for Crowley court tenants has been purchased.
- Flooring replaced at Louis George Village is complete.
- Both Tony Rumble and Dan Wigmore have retired.
- Deep sanitizing continues daily and on Saturdays of all the properties.

There being no further business, Commissioner Campbell made a motion, seconded by Commissioner Shea, to adjourn. The motion passed unanimously and the meeting adjourned at 5:36 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary