

**QUINCY HOUSING AUTHORITY  
80 CLAY STREET, QUINCY, MA 02170  
BOARD OF COMMISSIONERS MEETING, October 21, 2020 5:00 P.M.**

A Regular Meeting of the Hingham Housing Authority was duly called and held on Wednesday October 21, 2020 at 5:00 p.m. via video conference and upon a call of the roll, the following Commissioners 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 September 16, 2020 Regular Board Meeting**

Commissioner Campbell made a motion, seconded by Commissioner Shea, to approve the Minutes of the September 16, 2020 Regular Board Meeting. The motion passed unanimously.

**Harborview Residents' Committee, Inc.**

There was no one present from HRCI this evening.

**Residents' Council for Elderly/Disabled Residents of the QHA**

Kevin Matta thanked Mr. Marathas and his staff for the sanitizing that continues throughout the properties.

**Mod/Maintenance**

Commissioner Morris made a motion, seconded by Commissioner Clifford, to award and authorize the Executive Director to enter into a contract with Vareika Construction, Inc. for the Accessible Unit Conversion at O'Brien Towers. The contract will be in the amount of \$795,600.00. The contract includes the Base Bid of \$777,300.00 and Alternate #1 for Automatic Door Operators at each unit in the amount of \$18,300.00. The Bids were opened on September 11, 2020, there were seven (7) bidders and Vareika Construction was the low bidder. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Campbell, to award and authorize the Executive Director to enter into a contract with Terminal for the supply of new desktop computers, monitors with cameras and headsets. The contract will be in the amount of \$15,124.26. The Quotes were opened on October 5, 2020, there were four (4) bidders and Terminal was the low bidder. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve and authorize the Executive Director to execute Amendment # 14 to the Contract for Financial Assistance for the Capital Improvement Work Plan #5001 between the Commonwealth of Massachusetts Department of Housing and Community Development and the Quincy Housing Authority. Amendment # 14 will result in an increase of \$1,480,807.00 to Work Plan #5001, bringing the total award to \$19, 527,006.50. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to approve and authorize the Executive Director to execute Amendment # 15 to the Contract for Financial Assistance for the Capital Improvement Work Plan #5001 between the Commonwealth of Massachusetts Department of Housing and Community Development and the Quincy Housing Authority. Amendment # 15 will result in an increase of \$20,000.00 to Work Plan #5001, bringing the total award to \$19, 547,006.50. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Campbell, to award and authorize the Executive Director to enter into a contract with Alares Architects and Engineers for the Exterior Masonry Repairs at Sawyer Towers. A Work Order was prepared by DHCD and Alares Architects and Engineers was assigned the project under the DHCD “House Doctor” program. The contract is in the amount of \$53,288.00. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to award and authorize the Executive Director to enter into a contract with Integrated Electrical Systems for the Exterior Lighting Upgrade at Crowley Court. The contract will be in the amount of \$17,000.00 The Quotes were opened on October 14, 2020, and Integrated Electrical Systems was the only bidder. 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 Reliable Fence for the Fence Replacement at Sawyer Towers. The contract will be in the amount of \$6,998.00 The Quotes were opened on October 14, 2020, and Reliable Fence was the low bidder. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to award and authorize the Executive Director to enter into a contract with Boston Commercial Door for the Exterior Door Replacement at Pagnano Towers. The contract will be in the amount of \$17,698.00 The Quotes were opened on October 14, 2020, and Boston Commercial Door 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 Boston Commercial Door for the Basement Door Replacement at Riverview. The contract will be in the amount of \$37,250.00 The Quotes were opened on October 14, 2020, and Boston Commercial Door was the low bidder. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to award and Authorize the Executive Director to enter into a contract with AEI Consultants for the RAD Capital Needs Assessments for Pagnano Towers, and Drohan Apartments and the Section 18 Disposition for O'Brien Towers and Riverview. The contract will be in the amount of \$30,975.00 The Proposals were due by September 8, 2020, and AEI Consultants submitted the most comprehensive Proposal that met the requirements of the RFP. The motion passed unanimously.

## **Finance**

Ms. McAuliffe reported to the Board that the markets for low income housing and coastal properties are getting tighter and QHA is both. Brokers are seeing a 30% increase in some cases which would have represented an increase of \$93K for QHA. But with competitive bidding and maintaining the high deductible (\$100K) at O'Brien Towers and Pagnano Towers, we have managed to keep the premium increase to \$16K or 12%.

Commissioner Clifford made a motion, seconded by Commissioner Morris to award the General Liability and Federal Property insurance to Philadelphia/CAN/Vermont Mutual in the amount of \$279,702.00. This included wind, boiler and machinery as well as property and general liability but not flood insurance. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford to award the crime insurance policy to Travelers in the amount of \$2,021. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by commissioner Shea to award the Public Officials and Employment Practices Insurance to Indian Harbor in the amount of \$14,296. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to adopt 100% of the FY 2021 Fair Market Rents (FMR) as the Payment Standard effective with 11/1/2020 new admissions, moves and 1/1/2021 recertifications. The motion passed unanimously.

### **Executive Director's Report**

Mr. Marathas reported on the following:

- Window and glass replacement is in progress at O'Brien Towers and is being done by in house staff.
- Flooring replacement is in progress at Sawyer Towers.
- Abatement of units at O'Brien Towers is ongoing in order to complete vacancies.
- A second blood drive was held at Pagnano Towers and over 100 pints of blood was donated to the Red Cross.
- The water park has been winterized for the winter months.
- Staff received new uniforms with QHA's new website displayed on the shirts.
- Due to the Covid 19 virus all Christmas parties will be cancelled this year.
- Karen Flaherty has purchased a home in Plymouth, MA. Karen is a participant in our FSS program as well as being the HRCI President.

The Board congratulated Ms. Flaherty

Three long term employees will be retiring. They are Margaret Milne, Stephen Marsters and Cathy Jones. Mr. Marathas wished them well in their retirement.

There being no further business, Commissioner Shea made a motion, seconded by Commissioner Morris to adjourn. The motion passed unanimously and the meeting adjourned at 5:32 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary

