

**QUINCY HOUSING AUTHORITY  
80 CLAY STREET, QUINCY, MA 02170  
BOARD OF COMMISSIONERS MEETING, November 18, 2020 5:00 P.M.**

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday November 18, 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 October 21, 2020 Regular Board Meeting**

Commissioner Shea made a motion, seconded by Commissioner Morris, to approve the Minutes of the October 21, 2020 Regular Board Meeting. The motion passed unanimously.

**Harborview Residents' Committee, Inc.**

Debbie Rugg was present and reported that Karen Flaherty has bought a home in Plymouth, MA. Ms. Rugg said it is difficult for some of the residents to get to the HRCI meetings and to the Board meetings. Mr. Marathas said we may be able to use the bus to transport tenants when needed. He asked Ms. Rugg to get in touch with Richard Wakhweya and convey the needs of the residents.

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

Kevin Matta was not in attendance this evening. Mr. Marathas said he has spoken to Kevin and that Kevin was having some difficulties with his phone.

**Mod/Maintenance**

Commissioner Clifford made a motion, seconded by Commissioner Shea, to award and authorize the Executive Director to enter into a contract with Studio Umbra Architects for the design and contract administration for the Roof Replacement at Crowley Court. A work order was prepared by DHCD and Studio Umbra Architects was assigned the

project under the DHCD “House Doctor” program. The contract is in the amount of \$18,720.00. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Shea, to approve Change Order No. 1 to the contract of JC Floorcovering Co., Inc. for the Hallway Flooring Replacement at Pagnano Towers and Drohan Apartments. Change Order No. 1 will result in an increase of \$13,812.00 to the contract amount and an increase of 60 calendar days to the contract time. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Morris, to approve the payment of one year’s worth of unused vacation time to Senior Administrative employees due to COVID-19. The payment is not to exceed one year’s accrued vacation. The ability of Senior Management to utilize vacation time has not been possible during the pandemic. The motion passed unanimously.

Commissioner Shea asked if the authority is in a financial position to do this and whether or not this is voluntary. Mr. Marathas responded yes to both in inquiries.

### **Finance**

Commissioner Shea made a motion, seconded by Commissioner Morris, to adopt the FY 2021 Utility Allowance as presented. The motion passed unanimously.

### **Executive Director’s Report**

Mr. Marathas reported on the following:

- The offices and common areas are being sanitized daily. Offices have been closed early every other week for fogging of the office
- Masks have been delivered through the City of Quincy. Forty thousand masks to the City. Ten thousand masks to the Police and Fire Departments. Ten thousand masks to Manet Health Center. Four thousand masks to the Neighborhood Center.
- Two days have been scheduled for free mask distribution. Locations are at Sawyer and Tobin Towers. Friday, November 20<sup>th</sup> and Saturday, November 21<sup>st</sup>.
- Flooring has been completed at Drohan Apartments and at Sawyer Towers.
- An interview was held with the local cable stations to discuss COVID 19 and QHA operational improvements.

- A request for a 250,000 grant for smoke and carbon monoxide detectors was submitted to HUD.
- Submitted a request to Action, Inc. for HVAC upgrade to the 12<sup>th</sup> floor of Tobin Towers.
- Submitted a request for a rebate for funding for the elevator upgrades at Tobin, O'Brien and Pagnano Towers.
- We will be returning to our A B Schedule as of Monday November 30<sup>th</sup>, due to the increase in Covid cases.

The Commissioners asked how long the new schedule would be in place. Mr. Marathas responded until least after the holidays and until he can feel confident with staff returning to work at full capacity.

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