

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

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, December 16, 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 November 18, 2020 Regular Board Meeting

Commissioner Shea made a motion, seconded by Commissioner Campbell, to approve the Minutes of the November 18, 2020 Regular Board Meeting. The motion passed unanimously.

Harborview Residents' Committee, Inc.

Debbie Rugg was present and asked if a link to the Tenant Association could be on the QHA website. Ms. Rugg also mentioned that the association is in a transition period as Karen Flaherty has purchased a home in Plymouth. The association is looking to hold zoom meetings and create more participation.

Residents' Council for Elderly/Disabled Residents of the QHA

Kevin Matta was in attendance this evening and thanked James for the sanitizing that continues during this pandemic.

Mod/Maintenance

Commissioner Morris made a motion, seconded by Commissioner Clifford, to award and authorize the Executive Director to enter into a contract with Pelletier Awning for the Awning Replacement at Louie George Village. The contract will be in the amount of \$21,806.00. The Bids were opened on October 30, 2020, there were two (2) bidders and Pelletier Awning was the low bidder. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve the Certificate of Substantial Completion for JJS Universal Construction Co., Inc. for the Roof Replacement at West Acres 705-02. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to approve the Certificate of Final Completion for JJS Universal Construction Co., Inc. for the Roof Replacement at West Acres 705-02. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to approve the Final Payment to JJS Universal Construction Co., Inc. for the Roof Replacement at West Acres 705-02. The payment is in the amount of \$3,225.00. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to approve the Final Payment to ANJ Corp. for the Taffrail Road Playground Improvements. The payment is in the amount of \$10,936.57. The motion passed unanimously.

Commissioner Morris made a motion, seconded by Commissioner Motion to approve the exercise of the One Year Contract Extension for Terminal Services to provide IT Service for the Quincy Housing Authority. The hourly rate for IT services will be \$67.31 per hour. The motion passed unanimously.

Commissioner Shea made a motion, seconded by Commissioner Clifford, to void the contract awarded to Reliable Fence Co. for the Fence Replacement at Sawyer Towers. The contract award was in the amount of \$6,998.00. Reliable Fence Co. is unable to fulfill this contract at the price quoted. The motion passed unanimously.

Commissioner Scott made a motion, seconded by Commissioner Morris, to award and authorize the Executive Director to enter into a contract with American Fence for the Fence Replacement at Sawyer Towers. The contract will be in the amount of \$7,911.41. The Quotes were opened on October 14, 2020, and American Fence was the second low bidder behind Reliable Fence who has rescinded their quote. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Morris, to award and authorize the Executive Director to enter into a contract with Terminal for the Purchase of Computers, Monitors and Headsets. The contract will be in the amount of \$47,633.61. The Quotes were opened on December 9, 2020, and Terminal was the only bidder.

Commissioner Clifford made a motion, seconded by commissioner Shea, to award Robert Cambra employee of the Quarter. Bob is a laborer new to QHA in July of 2018. Bob is a member of the QHA asbestos crew and a laborer at Tobin Towers. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Shea, to authorize the Executive Director to enter into a management agreement with the Marshfield Housing Authority for a period of five years becoming effective March 2, 2021 and termination on March 2, 2026. The motion passed unanimously.

Finance

Ms. McAuliffe reported that the financials are to date as of September and that all programs are performing as expected.

The Performance Management Review was held virtually on November 19, 2020 and the QHA receiving a passing score with two minor findings.

Commissioner Flaherty commended the QHA on the PMR and added that for an agency this size the findings were minor. It is difficult to get tenants to submit their recertification paperwork timely.

Tenant Services/Support Services

Carolyn Crossley said she had nothing to add to her report and asked if the Commissioners had any questions of her and they did not.

Executive Director's Report

Mr. Marathas reported on the following:

- New flooring was installed at Pagnano Towers.
- New bathroom fans were installed at Tobin Towers.
- Elevator upgrades at O'Brien and Pagnano Towers will begin in January.
- Kiosks were installed in the lobby for tenant access to files, applications and on line services.
- All employees workstations and computers were updated upgrades to provide speakers and cameras.
- Support Services is working on a brochure for our residents. It should be available for review at the next Board Meeting.
- The mask give away was held at Sawyer Tobin and O'Brien Towers.
- Three long time employees have retired, Cathy Jones, Painter, Stephen Marsters, Project Manager, and Margaret Milne, Mod and Maintenance Secretary.

- Steven Spencer will start in his new role as Painter on January 4th.
- With the help of Dave Cerone, Eugene Simpkins, Rebecca Murphy, Lori Schilling and Steven Spencer, toys were distributed to each child in our family developments.

There were no questions regarding the Director's Report.

Mr. Marathas wished all Commissioners and guests at the meeting Happy Holidays.

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 5:37 p.m.

Respectfully submitted,

Terry Champion, Recording Secretary