

**MINUTES OF THE
QUINCY HOUSING AUTHORITY BOARD MEETING**

A Regular Meeting was held of the Quincy Housing Authority on Wednesday, August 18, 2021 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:

Present

Brian Clifford
Scott Campbell
Michael Flaherty

Absent

Josephine Shea

Pledge of Allegiance

The Pledge of Allegiance was led by the Executive Director.

Approval of Minutes of the July 21, 2021 Regular Board Meeting

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve the Minute of the July 21, 2021 Regular Board Meeting. The motion passed unanimously.

Residents' council for the Elderly/Disabled Residents of the QHA

Kevin Matta said that he did not have anything to report and that all was going well.

Harborview Residents' Council

Debbie Rugg reported to the Board on behalf of HRCI and said that a taco event was planned for September 2nd. Ms. Rugg reported that the Glad Tidings Church had a bicycle give away for the children.

Maintenance/Mod

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to award and authorize the Motion to award and authorize the Executive Director to enter into a contract with the Lowest Responsible Bidder for the Plumbing and Heating Supplies for the Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 the Lowest Responsible

Bidder for the Building Materials and Supplies for the Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 the lowest responsible bidder for the Electrical Materials and Supplies for the Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 the lowest responsible bidder for the for the Janitorial Supplies Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 the lowest responsible bidder for the Painting Materials and Supplies for the Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 the Lowest Responsible Bidder for the Hardware Supplies for the Quincy Housing Authority. The contract will be for a two (2) year period starting on October 1, 2021. The Bids will be opened on August 17, 2021. 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 Apollo Ceilings, Inc. for the Replacement of the First Floor Ceiling at Sawyer Towers. The contract will be in the amount of \$29,700.00. An RFP was prepared and submitted to three (3) bidders. The Quotes were due by June 23, 2021 and Apollo Ceilings, Inc. was the low bidder (See the attached Bid Tabulation). The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to award employee of the quarter to Mark Kennedy, Laborer Foreman. The motion passed unanimously.

Finance

Ms. McAuliffe reported to the Board and asked for a motion on the following:

Commissioner Campbell, made a motion, seconded by Commissioner Clifford to write-off outstanding Tenants Accounts Receivables for tenants vacated over ninety (90) days as follows:

Federal Family Units \$4,225.25

Federally Elderly Units \$6,305.79

State Family Units \$17,903.55

State Elderly Units \$5,646.62

Total of \$3,111.11

The motion passed unanimously.

Ms. McAuliffe reported that the DHCD budget was reverted and she is working on the resubmission. A special meeting will need to be held next week as a motion is needed and signatures will be required on certifications.

Executive Director's Report

Mr. Marathas reported on the following:

- An application to DHCD for mixed finance project at 80 Clay Street was held.
- Retaining of engineer to develop site plan for new affordable housing for O'Brien Towers site, disposition of land in progress with HUD, Application is in progress with the City of Quincy Subdivision plan approved. Frontage created for future development.
- A laborer was terminated for cause
- Advertisement for vacant Occupancy Specialist position
- Advertisement for vacant HAP Specialist position
- Advertisement of Supervisor of Leased Housing position
- Advertising of Laborer position
- Interview and hiring of new part time Section 8 Inspector
- Interview and hiring of a new FSS Coordinator

- Relocation of all QHA files to centralized file are (26 Figurehead Lane)
- Employee outing was held on Friday, August 13th at O'Lindys Bowling Alley.
- Supportive Services Update is as follows:
- Fruit and vegetable event at Pagnano and Snug Harbor
- Big Brother and Sister Event at Splash pad held on July 23rd.
- Quincy College Open House held on August 12th.
- Pop up flue clinics started on the first week of August.
- August Moon Celebrations were held at the beginning of August
- Completed bike parade on August 14th.
- Greater Boston Food Bank Deliveries to Sawyer, Tobin, O'Brien Towers and Pagnano.

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

Respectfully submitted,

Terry Champion, Recording Secretary

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