

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

A Regular Meeting of the Quincy Housing Authority was duly called and held on Wednesday, October 20, 2021, at 5:30 p.m. at 80 Clay Street, Quincy, MA 02170 and upon a call of the roll, the following Officers were found Present and Absent:

<u>Present</u>	<u>Absent</u>
Brian Clifford	Josephine Shea
Scott Campbell	
Michael Flaherty	

Pledge of Allegiance

The Pledge of Allegiance was led by the Executive Director.

Approval of Minutes of the September 15, 2021, Regular Board Meeting

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve the Minutes of the September 15, 2021, Regular Board Meeting. The motion passed unanimously.

Harborview Residents' Committee, Inc.

Richard Wakhweya reported that HRCI will be holding a Trunk or Treat Event for the children for Halloween. This will be held in conjunction with the Glad Tidings Church.

Currently an election date is being worked on for an election of officers. Meetings have been held via zoom.

Residents' Council for Elderly/Disabled Residents of the QHA

Kevin Matta reported that Kathleen Porrazzo has been handling all of the tenant issues at O'Brien Towers, as the new Property Manager.

Paul Perry has informed Mr. Matta that he will be resigning.

Maintenance/Mod

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve Change Order No. 1 to the contract with Contracting Specialists, Inc. for the Exterior Balcony Renovations at O'Brien Towers. Change Order No. 1 will result in a **decrease** of \$3,381.22 to the contract amount with a Forty-One (41) calendar day extension to the contract time. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve Change Order No. 1 to the contract with Zander Corporation for the High-Cost Vacancy Rehabilitation at 73 South St. Change Order No. 1 is for the installation of a New Exterior Meter Bank and will result in an increase of \$13,356.95 to the contract amount with a three (3) day increase in the contract time. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve Change Order No. 2 to the contract with Zander Corporation for the High-Cost Vacancy Rehabilitation at 73 South St. Change Order No. 2 is for the Installation of a New Subfloor in the Upper Unit and will result in an increase of \$4,983.51 to the contract amount with a two (2) day increase in the contract time. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve Change Order No. 3 to the contract with Zander Corporation for the High-Cost Vacancy Rehabilitation at 73 South St. Change Order No. 3 is for the Installation of New Telephone and Cable Wiring and will result in an increase of \$3,622.62 to the contract amount with a ten (10) day increase in the contract time. The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Campbell, to approve a Three-Month Extension to the contract with American Service Co., Inc. for the Fire Alarm Service, Testing and Monitoring for all properties managed by the Quincy Housing Authority. The current contract is scheduled to expire on September 30, 2021, this extension will extend the expiration date to December 31, 2021. The motion passed unanimously.

Commissioner Campbell made a motion, seconded by Commissioner Clifford, to approve Change Order No. 1 to the contract with Thomas E Snowden, Inc. for the Bathroom Exhaust Fan Replacement and Door Operators at O'Brien Towers. The Change Order includes the following:

1. The removal of a 20"x20" sheetrock enclosure at the ceiling (asbestos material) which must be removed to remove & replace the fan. Additionally, the contractor must in-fill the opening with blue-board as the new fan does not cover the opening which will require taping and skim-coating the new sheetrock in all 270 units. The cost for Item 1 of the change order is broken down into: **\$50,017.50** for the cost to remove & replace the sheetrock enclosure around the fan housing (including material and labor in 270 units), **\$40,491.61** for the cost to abate the sheetrock enclosure around the fan (including material and labor in 90 units that were previously abated), and **\$15,517.60** for the cost to paint, prime and finish (including material and labor in 90 units), for a grand total cost of: **\$107,457.71**
2. Cost to provide 2-4"x 4" openings for the electrician to snake wires from the wall switch to the exhaust fan in all 270 units. The second part of the change order is broken down into: **\$32,343.30** for the cost to remove and replace the openings for the electrician to snake the wires from the wall switch to the exhaust fans (including material and labor in 270 units), **\$10,378.71**, for the cost to abate the sheetrock from the openings (including material and labor for 270 units), for a grand total cost of **\$43,298.77**

The grand total cost of the change order is **\$150,756.48**. with no change in the contract time.

The motion passed unanimously.

Commissioner Clifford made a motion, seconded by Commissioner Clifford, to award Employee of the Quarter to Christine Chan and Meixia Lin, who are both Occupancy Specialists. The motion passed unanimously.

Finance

The following motion was tabled until Novembers' meeting.

Motion to award the contract for:

- Federal Property Insurance
- General Liability,
- Public Official's Liability, and
- Crime insurance policies

To the lowest, most responsible bidder.

Grace McAuliffe reported that the August 2021 year to date financials are complete and that the pro rata budget numbers are still last years, so the variances are not entirely accurate.

The budget guidelines have been released and offer a 4% increase over last year. That is extremely helpful.

HUD has simultaneously related its CY 2022 Operating subsidy submission. Generally, this is submitted in January of the current FY i.e., Jan 2022. This year they are requiring submission by November 5, 2021.

Executive Director's report

Mr. Marathas reported on the following:

- Resolution to historic flooding at O'Brien Towers Parking lot. cleaned all underground lines and installed new outfall pipe and backflow valve.
- Installation of new catch basin O'Brien Parking lot.
- Meeting with Tenants Association at O'Brien Towers about RAD and Rainbow.
- Installation of new entry ceiling at O'Brien Towers.
- Repaired Water main in ceiling of O'Brien Towers.
- Transfer of all tenants with damaged floors and ceilings due to sprinkler damage
- Completion of five floors of pre-RAD work orders.

- Remove and reinstall all HVAC units for new roof installation at Tobin Towers.
- Removal of all files from Tobin Towers 12th floor for new window installation project.
- Fence Repair at Drohan Apartments.
- Fall Clean up at Drohan Apartments.
- Installation of new Gazebo for Pagnano Towers.
- Installation of new gazebo for Taffrail Rod Splash Park.
- Installation of new Gazebo at 9 Bicknell and Palmer Rotary.
- Remediation of flood damage at Pagnano Towers.
- Lori Schilling has completed Property Manager Training and successfully passed the test.
- Cambridge Housing Tour Scheduled October 26th 9 to 12 p.m.
- RAD tenant meetings scheduled Thursday October 21st at O'Brien Towers, Friday October 22nd at Pagnano Towers 1 to 2.

Mr. Marathas informed the Board of the following new hires:

Kim Scully, Leasing Officer
Sara Plant, Leasing Officer
Jean Sheedy, Bookkeeper

There being no further business, Commissioner Clifford made a motion, seconded by Commissioner Campbell, to adjourn to Executive Session for Purpose 2, to discuss Executive Director Contract Extension and will return to open session for adjournment. The motion passed unanimously.

The Board reconvened in open session and Commissioner Campbell made a motion, seconded by Commissioner Clifford to adjourn. The motion passed unanimously, and the meeting adjourned at 6:59 p.m.

Respectfully submitted,

Terry Champion

