

**NOTICE OF QUINCY HOUSING AUTHORITY BOARD OF  
COMMISSIONERS' MEETING**

**DATE:** December 20, 2017  
**TIME:** 5:00 p.m.  
**PLACE:** Tobin Towers, 80 Clay Street, Quincy, MA

The meeting location is fully accessible to persons with disabilities. Upon reasonable notice, the Authority will attempt to provide auxiliary aids which will allow persons requiring such aid to participate fully in the meeting.

Topics anticipated to be discussed:

- I. Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes of the November 21, 2017 Regular Board Meeting
- IV. Harborview Residents' Committee, Inc.
- V. Residents' Council for Elderly/Disabled Residents of the QHA

**Maintenance/Mod**

1. Motion to approve the swearing in of the new Harborview Residents Committee Tenant Association.
2. Motion to approve the addition of new procedure for managing declared and or undeclared emergencies and staffing requirements.
3. Motion to Award and authorize the Contract Officer to execute a contract with United Elevator Company, Inc. to provide elevator maintenance and repair service for all QHA elevators. The Bids for the elevator maintenance were opened on December 11, 2017 and United Elevator Company, Inc. was the only bidder. (See attached Bid Tabulation). The yearly maintenance contract amount is \$40,950.00. The contract is for a two (2) year period beginning January 1, 2018.
4. Motion to Award and authorize the Contract Officer to execute a contract with Integrated Electrical Systems Inc. to provide Emergency Electrical Services for all QHA properties. An RFP was prepared and the proposals were received on December 11, 2017. There were two proposals received. (See attached Proposal Tabulation). The contract is for a two (2) year period beginning on January 1, 2018.

5. Motion to Award and authorize the Contract Officer to execute a contract with FLI Environmental Inc. for Asbestos Testing and Monitoring Services. An RFP was prepared and the proposals were received on December 13, 2017. There were four (4) proposals received. (See attached Proposal Tabulation). The contract is for a two (2) year period beginning on January 1, 2018.
6. Motion to Award and authorize the Contract Officer to execute a contract with Best Automatic Sprinkler Corp. for the Sprinkler and Fire Pump Inspection, Testing and Service. An RFP was prepared and the proposals were received on December 8, 2017. There were two (2) proposals received. (See attached Proposal Tabulation). The contract is for a two (2) year period beginning on January 1, 2018.
7. Motion to Approve and authorize the Contract Officer to execute a Certificate of Substantial Completion for QHA Job #2015-22/DHCD FISH # 243128 Accessibility Renovations at 11 Sullivan Road, West Acres development 705-2 with Alpha Contracting Associates Inc. Subject to DHCD approval.
8. Motion to Allow James Marathas, Executive Director to carry all unused vacation time and personal time forward to calendar year 2018. This carry-over is due to the inability to use the time-off due to the extreme backlog of outstanding issues and work items left over from the previous administration which required his constant attention.

## **Finance**

### **Support Services/Tenant Services/Leased Housing**

1. Motion to amend the Section 8 Administrative Plan Section III A.3. Income Eligibility Limits by inserting the language on page 13 as highlighted in red.

#### **. Income Eligibility Limits**

To be income-eligible, an applicant must be a family in any of the following categories:

- a. a “very low” income family;
- b. a low-income family that is continually assisted; or
- c. a low-income family that meets the additional eligibility criteria specified hereafter, which criteria its been determined is consistent with the PHA Plan and the consolidated plan:
  - i. in-place families in selected project-based units; or
  - ii. DHP applicants; or
  - iii. Families covered under a tenant protection voucher awarded (regular tenant-based Housing Choice Vouchers, project based voucher assistance or tenant-based Enhanced Vouchers) to which a higher income limit does not

automatically apply under applicable HUD Notice(s) or HUD regulations regarding the same.

- d. A low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined In 24 CFR Sec. 248.101;
  - e. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident homeownership program under 24 CFR Sec 248.173.
2. Motion to amend Exhibit F of the QHA Section 8 Administrative Plan by adding the following to Section (A) Income Eligibility.

“However, to the extent that a Tenant Protection Voucher is an Enhanced Voucher and the income limits within said PIH notice is lower than the low (80%) income limit the provisions at III A.3 © (December 2017) of the Quincy Housing Authority’s Section 8 administrative Plan shall supersede and the low income limit may be utilized in such circumstances.”
  3. Motion to amend Exhibit J of the QHA Section 8 Administrative Plan by removing all of the language under the Section called “Income Limits in Relation to Housing Conversions” and inserting the following Language:

“Income eligibility varies based upon the covered conversion action. The applicable PIH notice used to set forth income limits for the families residing in the Project in particular conversion action shall be maintained by the QHA for reference. However, to the extent that a tenant Protection Voucher is provided and the income limit within said PIH Notice is lower than the low (80%) income limit, the provisions at III.A.3 © (December 2017) of the Quincy Housing Authority’s Section 8 Administrative Plan shall supersede and the low income limit may be utilized in such circumstances.”
  4. Motion to adopt the new flat rents effective January 1, 2018 as follows:
    - 1 BR \$1,421
    - 2 BR \$1,740
    - 3 BR \$2,182
    - 4 BR \$2,370
  5. Motion to authorize the Executive Director to exercise the option to extend the contract for Information Technology Services with iuvo technologies, inc. for one year at the rate of \$152 per hour not to exceed \$95,000.
  6. Motion to authorize the Executive Director to exercise the option to extend the contract for Interpreter Services with Language Line, Inc. for one year.
  7. Motion to authorize the Executive Director to enter into a three contract with Language Line Solutions for Interpreter Services. Telephone interpretation

services costs are set at .79 per minute, or \$47 per hour.

## **Executive Director's Report**

### **Adjournment**

