

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

DATE: November 21, 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 October 18, 2017 Regular Board Meeting
- IV. Harborview Residents' Committee, Inc.
- V. Residents' Council for Elderly/Disabled Residents of the QHA

Maintenance/Mod

1. Motion to Award and authorize the Contract Officer to execute a contract with Sigma Property Solution LLC to supply new kitchen cabinets for forty two (42) kitchens at Crowley Court in the amount of \$94,390.00. The Bids for the kitchen cabinets were opened on October 25, 2017 and Sigma Property Solutions LLC was the low bidder. (See attached Bid Tabulation). The source of funding for the cabinets is the HILAPP Program funded through DHCD.
2. Motion to Award and authorize the Contract Officer to execute a contract with Earth Works Granite, Inc. to supply new kitchen countertops for forty two (42) kitchens at Crowley Court in the amount of \$38,850.00. The Bids for the kitchen countertops were opened on October 25, 2017 and Earth Works Granite, Inc. was the low bidder. (See attached Bid Tabulation). The source of funding for the countertops is the HILAPP Program funded through DHCD.
3. Motion to Award and authorize the Contract Officer to execute a contract with J Woody Co. to Sand and Refinish Hardwood Flooring throughout the Authority. The contract is a Unit Price contract. (See attached Bid Form). The Bids were opened on October 27, 2017 and J Woody Co. was the only bidder.
4. Motion to Award and authorize the Contract Officer to execute a contract with Sprint Spectrum L.P. for a Cellular Tower Lease on the roof of 80 Clay Street. The contract is for an initial five (5) year period with a starting contract price of

\$24,000.00 per year with increases of 2% per year. The contract has five options, each option is for an additional five (5) year period. The proposals were opened on October 20, 2017 and Sprint Spectrum L.P. was the only proposer.

5. Motion to Award and authorize the Contract Officer to execute a contract Amendment with New Cingular Wireless PCS LLC for a Cellular Tower Lease on the roof of 73 Bicknell Street. The contract amendment is for an initial five (5) year period with a starting contract price of \$2,750.00 per month with increases of 15% per month commencing on December 1, 2023. The contract has two options, each option is for an additional five (5) year period.
6. Motion to Approve Change Order No. 1 to the contract of LaRoche Construction, Inc. for the Roof Replacement of the Community Room at Sawyer Towers. The Change Order is for the installation of new roof drains and revisions to the counter flashing, it also includes a time extension of 21 calendar days.
7. Motion to Approve the Certificate of Substantial Completion for the contract of LaRoche Construction, Inc. for the Roof Replacement of the Community Room at Sawyer Towers.
8. Motion to Approve Change Order No. 2 to the contract of Coletta Contracting Co., Inc. for the Phase II Accessible Unit Renovations at Pagnano Towers. The Change Order includes PCO #5, PCO #9, PCO # 10, PCO #12 and PCO # 13 it also includes a time extension of 70 calendar days.
9. Motion to Approve Change Order No. 2 to the contract for the HILAPP Renovations at Crowley Court 667-1. The Change Order is for additional units and additional work and includes a credit for the kitchen flooring. The HILAPP funds for this project have already been awarded to the QHA.
10. Motion to Approve the Certificate of Substantial Completion for the HILAPP Renovations at Crowley Court.
11. Motion to Approve and authorize the Contract Officer to execute a contract extension to the Housing Assistance Payment Contract (HAP) with Squantum Gardens I LLC. The extension will be for a period of fifteen (15) years commencing on December 1, 2017 and expiring on November 30, 2032. The contract subsidizes rent for forty (40) units in the property known as “The Moorings”.

12. Motion to approve the purchase of eight (8) AED Defibrillators including staff training. The defibrillators will be installed in all QHA developments. The total cost of the program is \$8,000.00

13. Motion to dispose of the following four (4) vehicles:
 - # 12 1996 E150 Van
 - # 10 1998 E250 Van
 - # 9 2000 E250 Van
 - #7 2001 E250 VanAlso included is the trade-in of a 2015 F150 toward the purchase of a new 2018 F150.

14. Motion to purchase the following new vehicles:
 - 2017 E250 Van
 - 2017 E250 Van
 - 2017 F250 Pick-up truck with Plow
 - 2018 F150 Pick-up truck

15. Motion to Approve the appointment of Carolyn Crossley to the position of Assistant Executive Director.

16. Motion to Approve the appointment of Grace McAuliffe to the position of Director of Finance/Administration.

17. Motion to Approve Michael Flaherty, Chairman to be appointed as the HUD Approving Official for all HUD Programs.

18. Motion to Approve the new QHA Organizational Chart.

Finance

Support Services/Tenant Services/Leased Housing

1. Motion to open the State and Federal Public Housing Waiting List for 1, 2, 3, and 4 bedroom units and 1 and 2 bedroom wheelchair accessible units, as of January 3, 2018, subject to DHCD approval. Applicants currently on the waiting list will be grandfathered in, and processed prior to processing and offering housing to applicants who apply on or after January 3, 2018.

(The reason for this motion is to ensure a sufficient number of applicants on the family waiting list.)

2. Motion to approve QHA payment standards at 100% of the newly published FY 2018 HUD published fair market rents for the State of Massachusetts effective November 1, 2017 for new lease ups and December 1, 2017 for annual re-exams.
3. Motion to authorize the Executive Director to enter into an extension of the Housing Assistance Payment Contract with Squantum Gardens, I, LLC. The extension shall be for fifteen years commencing as of December 1, 2017. This contract subsidizes rent for forty (40) one (1) bedroom units in the property known as The Moorings located at 400 East Squantum Street, Quincy, MA 02171.
4. Motion to authorize the Executive Director to Enter into a HAP contract with the most responsive bidder for up to 40 units of project based subsidy.

Executive Director's Report

Adjournment to Executive Session for Personnel Matter, not to return to open session.

