

**LOWELL HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING HELD ON
WEDNESDAY, FEBRUARY 13, 2019 AT 5:00 P.M.
MERCIER CENTER, 21 SALEM STREET, LOWELL, MA**

The meeting was called to order at **5:00 p.m.** by Chairperson McMahon. Upon direction of the Chairperson, the Secretary called the roll of membership which resulted as follows:

Present: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea
Absent: Commissioner Howard

MINUTES FROM THE MEETING HELD ON JANUARY 9, 2019

A motion was made by Commissioner Marr and seconded by Commissioner Shea

A roll call vote was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

RESIDENT CORRESPONDENCE

None

RESIDENT ORGANIZATION

None

SUB-COMMITTEE REPORTS

Chairperson McMahon reported on the finance subcommittee meeting held on January 16th 2019. Present at the meeting was Chairman McMahon, Commissioner Vanna Howard, Executive Director, Gary Wallace, Assistant Executive Director, Mary Ann Maciejewski and Attorney William Martin. The meeting was held to discuss the Memorandum of Agreement between the Lowell Housing Authority and the Revitalization Effort Towards New Urbanism (RENU). The agreement will establish responsibilities between both parties in redevelopment. Chairperson McMahon expressed his support for the agreement and indicated that the agreement would be voted upon this evening (2.13.19). Chairperson McMahon requested the support of the Board on this agreement.

FINANCE REPORT

Mr. Garvey provided a financial update for the Board. Financials are operating within budget and estimates which is typical during this time of year. The agency has experienced low utility consumption, fewer rehabs, and snow removal expenses have not taken effect. Mr. Garvey reported that in Q2 the finance department will be better able to forecast year-end projections. The Housing Authority is currently operating at a subsidy of 88% through May, which will be a \$1 mil loss, however this is a temporary cash flow issue with HUD due to the government shutdown. The Housing Authority expects to realize a 93% subsidy. The solar net metering credits have declined, but are expected to increase. In the first year of solar net metering credits the authority gained \$1 mil in revenue. This was new income for

the Authority. All AMPS are within budget, including the HCVP program. The HCVP admin fees are beginning to increase.

Phase I of camera installations will begin shortly with North Common Village, South Common Village and City View Towers. These cameras are a much higher resolution and provide greater coverage to eliminate blind spots. Phase II will include AMP2 and AMP4.

The Housing Choice Voucher Program has appropriations until April. Mr. Garvey is confident that the agency can sustain a loss of funding for the Federal Public Housing Program for a year, utilizing operating reserves and liquidity if need be. The Section 8 program has \$1mil in reserves, but the agency has \$1mil in HAP payments, which presents a challenge for the Housing Choice Voucher Program. The finance department has been working on a contingency plan to address the issue pending a prolonged shutdown.

Mr. Garvey provided the Board with an update on State budgets. All programs are revenue producing. The department allowed for a 4% subsidy increase, which was \$27,000 increase. Concord River Mill 2% increase of \$9,000.

The Lowell Housing Authority's independent Audit is underway. Sherry Giblin, Chief Accountant has electronically submitted the request from Guyder-Hurley. Guyder-Hurley will also be on-site in March or April. The agency anticipates a clean audit. The final audit will be submitted to HUD in June.

Mr. Shea asked for clarification on the impact to cash flow given another shutdown. Mr. Garvey explained that the agency will have to dip into operating reserves but the agency's Section 8 program will be covered through April.

REPORT OF THE CHAIR

The Chairman announces and welcomes, former councilor, state representative and senate member, Philip L. Shea to the Lowell Housing Authority Board. Mr. Shea is grateful to the Authority and the City manager for the appointment. He expressed that he looks forward to working with Chariman McMahan, the Executive Director and staff for the betterment of the residents.

Chairman McMahan reported that the Authority received a DHCD grant.

REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director welcomed Philip L. Shea to the Board. The Executive Director reported that the staff went on a retreat to discuss goals, performance measurement, and accountability. Presentations were made by him, MaryAnn Maciejewski, Adam Garvey, Andrew Rocha, and Michelle Dinan. He has received great feedback on the first retreat. The agency will host another retreat for a second group of staff next Friday.

The agency will host Resident Advisory Board meeting which will be facilitated by Mary Ann Maciejewski and Eunice Zeigler tomorrow morning to discuss the goals for the 5-year plan.

The Board will be voting on the Master Memorandum of Agreement between the Lowell Housing Authority and the Revitalization Effort Toward New Urbanism (RENU). The purpose of the agreement is to establish a formal relationship between the entities for future development on Merrimack Street, and all RENU to collaborate with other groups to bring workforce housing to the area. It is anticipated the \$25-\$50 mil in development will occur over the next 5 years. RENU will be working with a development agency. Attorney William Martin, for the redevelopment partnership was present to answer any questions by the Board.

The Executive Director announced the agency's Annual Meeting will be held next month, and anticipated around 100 board members, staff, and stakeholders to take part in the event.

The Executive Director reported that Assistant Executive Director, Mary Ann Maciejewski will be retiring March 1st. MaryAnn has been a mentor to a lot of people, including Adam Garvey. Mr. Garvey will be promoted to the position of Assistant Executive Director as of April 1st. The Executive Director expressed that Adam Garvey shows leadership and deserves the position. Mr. Garvey has been a strong mentor to Sherry Giblin, who will assume the role of Chief Financial Officer. Rachel Spero, will be promoted to the Chief Accountant position. The Executive Director expressed that Mary Ann Maciejewski will be missed. The agency is working on an employment agreement for Ms. Maciejewski to remain with the agency 1 day per week to work as a consultant to assist the Authority with the transition and relocation during the scattered site disposition.

Mr. McMahon commends Ms. Maciejewski. Shea congratulates all of the staff who will assume new roles. Shea looks forward to working with all the staff in the future. Ms. Maciejewski will be saving her remarks for the Annual Meeting in March.

EXECUTIVE DEPARTMENT

7.1.1 MOTION TO ACCEPT BID RECOMMENDATION, IFB 2018-16A, FOR SECURITY CAMERA UPGRADES, AND AWARD CONTRACT IN THE AMOUNT OF \$286,677.16, TO ADVANCE SECURITY INTEGRATION (SECURITY 101), 10 PINE STREET, PLAINVILLE, CT 06062

A motion to approve was made by Commissioner Bernes and seconded by Commissioner Shea

A roll call vote was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.2 MOTION TO APPROVE CHANGE ORDER #05, IFB 2018-8, FOR LEWIS STREET ROOF AND MAILBOX KIOSK SHELTERS AT NORTH COMMON VILLAGE, A CONTRACT TIME INCREASE OF 56 CALENDAR DAYS, EXTENDING THE SUBSTANTIAL COMPLETION DATE TO MARCH 29, 2019

A motion to approve was made by Commissioner Marr and seconded by Commissioner Shea

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

Nays: None

The Chairperson declared the motion carried and the voted adopted.

7.1.3 MOTION TO APPROVE THE STATE CONSOLIDATED (C. 667 AND C.705) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019

A motion to approve was made by Commissioner Marr and seconded by Commissioner Bernes

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.4 MOTION TO APPROVE THE STATE SECTION 8 NC/SR PROGRAM (CONCORD RIVER MILL) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019

A motion to approve was made by Commissioner Shea and seconded by Commissioner Bernes

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.5 MOTION TO APPROVE STATE C.689 PROGRAM (COMMUNITY RESIDENCES) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019

A motion to approve was made by Commissioner Bernes and seconded by Commissioner Shea

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.6 MOTION TO APPROVE THE MASSACHUSETTS RENTAL VOUCHER PROGRAM (MRVP) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019

A motion to approve was made by Commissioner Marr and seconded by Commissioner Shea

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.7 MOTION TO APPROVE THE MEMORANDUM OF AGREEMENT BETWEEN THE LOWELL HOUSING AUTHORITY AND THE REVITALIZATION EFFORT TOWARD NEW URBANISM (RENU)

A motion to approve was made by Commissioner Shea and seconded by Commissioner Bernes

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.8 MOTION TO APPROVE THE SUBMISSION OF AN APPLICATION TO HUD, FOR SURPLUS, CERTAIN PARCELS OF LAND ON AND AROUND 21 SALEM STREET

A motion to approve was made by Commissioner Marr and seconded by Commissioner Shea

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

7.1.9 MOTION TO APPROVE CHANGE ORDER #08, IFB 2018-3, KITCHEN AND BATH MODERNIZATION AT HIGHLNAD PARKWAY, A PRICE INCREASE OF \$9,988.00

Mr. Goldfield makes a point of order indicating that the motion does not include a time increase and, as such, has been corrected.

A motion to approve was made by Commissioner Bernes and seconded by Commissioner Shea

A roll call was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

8. OLD BUSINESS

None

9. NEW BUSINESS

None

ADJOURNMENT

A motion to adjourn was made by Commissioner Shea and seconded by Commissioner Bernes

A roll call vote was taken with the following results:

Yeas: Commissioner Bernes, Chairperson McMahon, Vice Chairperson Marr, Commissioner Shea

Nays: None

The Chairperson declared the motion carried and the vote adopted

Meeting adjourned: 5:48pm

Secretary