

**LOWELL HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING HELD ON
WEDNESDAY, APRIL 24, 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: Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard, Commissioner McMahon
Absent: Commissioner Marr

MINUTES FROM THE ANNUAL MEETING HELD ON MARCH 13, 2019

Vice Chairperson Shea requested that Kevin Coughlin be replaced by Kevin Murphy in the Executive Director comments section of the minutes to reflect the accuracy of Mary Ann Maciejewski's remarks. The correction will be made to the minutes.

A motion was made by Commissioner McMahon and seconded by Vice Chairperson Shea

A roll call vote was taken with the following results:

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

RESIDENT CORRESPONDENCE

None

RESIDENT ORGANIZATION

None

SUB-COMMITTEE REPORTS

None

FINANCE REPORT

Chief Financial Officer, Sherry Giblin reported that all AMPs are operating at budget. The agency will realize a decrease in HUD operating subsidy. This subsidy decrease is attributed to a HUD offset for solar net metering credit revenue. Sherry provided a revised budget for the Concord River Mill development. The agency did not include the installation of flooring at Concord River Mill in the original budget because the scope of the work to be completed was not known at the time of submission. Vice Chairperson Shea expressed his satisfaction with the budget reports, and congratulated Sherry on her excellent first report as the Chief Financial Officer.

REPORT OF THE CHAIR

None

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Wallace explained that the agency conducted an informational session last week for the nonprofit organizations who are participating in the RFP process for the disposition of scattered sites. The Lowell Housing Authority will receive proposals from these nonprofits in time for the June Board meeting to be presented for Board approval. The agency is working with a consultant and Chief Executive Officer to choose a general development partner. This will involve meetings with the City Manager, and planning department as well as another formal RFP process. There will be a meeting held next Thursday.

The City Manager has started a task force on homelessness targeting single men, that often do not fit the eligibility criteria for housing. The Manager and City Council will be working on the task force, along with the LHA and approximately 20 other task force members. Mr. Wallace will keep the Board apprised of the work of the task force.

Mr. Wallace explained the agency rolled out a new vehicle fleet as one component of the rebranding effort, designed to present the Authority in a positive light. A video captured the fleet and has been posted on the agency's social media channels and website. Commissioner McMahon expressed that he likes the new trucks, and congratulates the Authority for a job well done in making the agency more visible.

Mr. Wallace reported that he and Andrew Rocha met with Congresswoman Lori Trahan in Washington, DC to discuss operating and capital funds, and keep her attuned to grant monies the agency is seeking for future projects. Congresswoman Trahan was also briefed on the agency plans for the demolition and disposition of scattered sites and the projected impact on the Acre neighborhood. Vice Chairperson Shea expressed that he was glad to hear that the agency has met with the Congresswoman, who could be a strong advocate for the agency.

Mr. Wallace reported that the Housing Authority will receive \$4.5mil in capital funds to expend in 2019. The Housing Authority will be announcing the specific areas this award will support shortly.

Mr. Wallace highlighted The Lowell Youth Activities Program Scholarship Awards Reception, indicating the event will be held on June 13th this year at the Whistler House in Lowell. The agency is in the process of fundraising to support the event. The Board should have all received invitations to the event.

Mr. Wallace reported that following the agency retreat, the Housing Authority is also interested in making a number of changes within the agency. These changes will require the support of the finance and personnel committees. Mr. Wallace will contact the Board to discuss the impending organizational changes.

EXECUTIVE DEPARTMENT

7.1.1 MOTION TO RATIFY AND ADOPT AGENCY GOALS FOR 2019

A motion to approve was made by Commissioner McMahon and seconded by Vice Chairperson Shea

A roll call vote was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.2 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-1, FOR GENERAL LEGAL COUNSEL SERVICES, AND AWARD CONTRACT IN A NOT TO EXCEED AMOUNT OF \$125,000.00 (FOR A 1 YEAR PERIOD WITH TWO ANNUAL EXTENSIONS AT LHA'S SOLE DISCRETION), TO THE LAW OFFICES OF KEVIN J. MURPHY, ONE COURTHOUSE LANE, CHELMSFORD, MA 01824

Commissioner McMahon and Vice Chairperson Shea shared their sentiments for incoming General Counsel, Attorney Kevin J. Murphy.

A motion to approve was made by Vice Chairperson Shea and seconded by Commissioner McMahon

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.3 MOTION TO DECLARE "SURPLUS PERSONAL PROPERTY", ONE TRUCK, FOR DISPOSITION BY THE LOWELL HOUSING AUTHORITY'S DEPARTMENT OF FINANCE AND PROCUREMENT

Vice Chairman Shea asked for clarification on the process for purchasing new vehicles. The Chairperson recognized Amanda Nichols, Chief Procurement Officer, who explained how vehicles are purchased. The bids are advertised on the agency's website, direct mail, and the state site. The LHA then reaches out to those vendors that sell cars. The agency typically gets 3-4 bids. The best price, and shortest lead time, are the determining factors in selecting a vendor. The bid awards then are presented to the Board for approval. This is done for vehicles when the trucks no longer have value. Vice Chairperson Shea was expecting to see a greater number of bids. Vice Chairperson Shea thanks Amanda Nichols for her report.

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

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

Vice Chairperson Shea requested clarification on the Concord River Mill budget. Mr. Wallace explained that Concord River Mill is formerly known as Archie Kenefick Manor. Mr. Wallace indicated that Concord River Mill is a unique property, because it is federally owned, but receives state financial support. The amendment to the budget is for flooring at the property.

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

8. OLD BUSINESS

None

9. NEW BUSINESS

Vice Chairperson Shea asked for the date of the next meeting. The date of the next Regular Board Meeting will be May 8th.

ADJOURNMENT

A motion to adjourn was made by Vice Chairperson Shea and seconded by Commissioner McMahon

A roll call vote was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted

Meeting adjourned: 5:48pm

Secretary