

**LOWELL HOUSING AUTHORITY  
MINUTES OF THE REGULAR MEETING HELD ON  
THURSDAY, OCTOBER 17, 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 Howard. Upon direction of the Chairperson, the Secretary called the roll of membership which resulted as follows:

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

**MINUTES FROM THE REGULAR MEETING HELD ON SEPTEMBER 11, 2019**

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

A roll call vote was taken with the following results:

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

The Chairperson recognized Lowell Housing Resident, John King, who made an announcement that on October 26th the Salvation Army is holding a benefit with Jarvis Lincoln. They are offering \$20-\$40 for anyone who would like to test drive a Lincoln. The event is from 6:00am-3:00pm in the afternoon for those interested in attending to support the cause.

**RESIDENT CORRESPONDENCE**

None

**RESIDENT ORGANIZATION**

None

**SUB-COMMITTEE REPORTS**

There was no subcommittee report. Vice Chairperson Shea requested an update on the personnel subcommittee at the next meeting in November.

**FINANCE REPORT**

Ms. Giblin explained that all AMPS are revenue producing. The agency anticipates that gains will decrease, due to security camera upgrades and other costly projects. Ms. Giblin did not have State budgets for the Board to vote to approve at the last meeting because the agency did not yet have budget guidelines. The State issued their budget guidelines late in September and the budgets will be presented to the Board in November for a vote. Ms. Giblin explained agency write offs are \$56k which is less than 1% from the agency's full roll. While the write-offs are low, the agency's Tenant Accounts Receivable (TAR) balances are high, and the agency expects to lose Public Housing Assessment Score (PHAS) points as a result. The finance department will be conducting an internal audit to address the agency's TARs and active repayment agreements.

**REPORT OF THE CHAIR**

None

## **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Wallace explained that the agency has completed the second round of scattered site sales for the nonprofits. The agency has been working with South Middlesex Opportunity Council (SMOC) to address single-family homelessness in the area, and two of our properties are good fit for their needs. There was also a vote before the Board to approve the sale of a property to a private sector buyer, who the agency had vetted. Mr. Wallace explained that there was a glitch between HUD Boston and National HUD. Jane Hornstein, of HUD's Special Applications Center (SAC) office interceded on the agency's behalf to help the agency get approval from HUD Boston for \$2.5 million.

Mr. Wallace reported that DHCD has not yet approved federalization, but that he and Mr. Garvey met with Representative Nangle's and the governor's office in Boston to make a strong case for federalization. Commissioner McMahon echoed that the agency is presenting a strong case and is hopeful for federalization.

Mr. Wallace reported that The Lowell Housing Authority's historical exhibit will be opening on December 5th. The initial unveiling will be open to city officials, resident councils, and current and past staff members. Mr. Wallace explained that Vice Chairperson Shea has asked that the annual meeting be scheduled for March 4th instead of the 11<sup>th</sup> and asked the Board to check their calendars for any conflicts.

## **EXECUTIVE DEPARTMENT**

### **7.1.1 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-6 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 2, AND AWARD SALE OF 863-869 BRIDGE STREET, IN THE AMOUNT OF \$440,000 TO, FORREST LENNHOF, 21 19TH STREET, UNIT 1, LOWELL, MA 01850 (PENDING HUD APPROVAL)**

Vice Chairperson Shea asked for clarification on the closing date differential of 90 days compared to 180 days. Mr. Garvey explained that the differences are likely due to buyer preferences. Mr. Garvey explained that the agency received commitment letters and is confident in the sale to each.

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

A roll call vote was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

### **7.1.2 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-7 FOR SCATTERED SITE PROPERTY NON-PROFIT SALES, PHASE 2, AND AWARD SALE OF 74-76 ANDOVER STREET, IN THE AMOUNT OF \$269,500.00 TO SOUTH MIDDLESEX OPPORTUNITY COUNCIL (SMOC), 7 BISHOP STREET, FRAMINGHAM, MA 01702 (PENDING HUD APPROVAL)**

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.3 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-7 FOR SCATTERED SITE PROPERTY NON-PROFIT SALES, PHASE 2, AND AWARD SALE OF 128-134 WESTFORD STREET, IN THE AMOUNT OF \$490,000.00 TO SOUTH MIDDLESEX OPPORTUNITY COUNCIL (SMOC), 7 BISHOP STREET, FRAMINGHAM, MA 01702 (PENDING HUD APPROVAL)**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.4 MOTION TO ACCEPT CONTRACT RECOMMENDATION, IFB 2019-5A, MOVING SERVICES FOR SCATTERED SITE RELOCATION, AND AWARD CONTRACT IN A NOT TO EXCEED AMOUNT OF \$55,000.00, TO TROY HIBERT DBA TROY'S MOVING & STORAGE, 50 NEWHALL STREET, SUITE. 2, LOWELL, MA 01852**

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.5 MOTION TO APPROVE CONTRACT EXTENSION, RFP 2015-1, FOR LEASE AND OPERATION OF TEMPORARY HOUSING AND AWARD A 1-YEAR CONTRACT EXTENSION IN THE AMOUNT OF \$2,021.80/MONTH TO COMMUNITY TEAMWORK INC., 155 MARKET STREET, LOWELL, MA 01852**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.6 MOTION TO APPROVE THE SUBMISSION OF THE CERTIFICATION OF COMPLIANCE WITH NOTIFICATION PROCEDURES FOR FEDERAL AND STATE LEAD PAINT LAWS, TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.7 MOTION TO APPROVE THE WRITE-OFF OF UNCOLLECTIBLE TENANT ACCOUNTS RECEIVABLE BALANCES FOR FEDERAL AND STATE RESIDENTS WHO VACATED PRIOR TO OCTOBER 1, 2018**

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.8 MOTION TO APPROVE CONTRACT RECOMMENDATION, RFQ 2019-5, FOR THE DESIGN AND ENGINEERING SERVICES FOR MERCIER CENTER EXTERIOR REHAB, AND AWARD CONTRACT IN THE AMOUNT OF \$85,600.00 TO WATERFIELD DESIGN GROUP, 50 CROSS STREET, WINCHESTER, MA 01890**

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.9 MOTION TO APPROVE CONTRACT RECOMMENDATION, RFQ 2019-6, FOR THE DESIGN AND ENGINEERING SERVICES FOR HIGHLAND PARKWAY KITCHEN & BATH MODERNIZATION PHASE 5, AND AWARD CONTRACT IN THE AMOUNT OF \$72,000.00, TO ZEROENERGY DESIGN PC, 156 MILK STREET, SUITE 3, BOSTON, MA 02109**

Vice Chairperson Shea asked for clarification on the approximate costs for the project. The Chairperson recognized Laura Watts. Ms. Watts reported that the approximate costs are \$50k-\$100k per unit. The agency is expecting to do a rehab of approximately 10 units. The units could either be bid all at once or break them up to allow the agency more flexibility. Ms. Watts explained that the agency is confident in the \$72k bid award, the agency worked well with Zero Energy in the past, and Zero Energy has always addressed agency concerns effectively. Mr. Shea asked the percentage of compensation due to the architects. Ms. Watts explained that design services are difficult for the agency to estimate because it occurs prior to construction, and this is due to changes in the costs of materials. Mr. Shea explained that architectural fees are around 5-10%, which is the norm.

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: Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard  
Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.10 MOTION TO APPROVE A VOTE OF CORPORATION AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE CITY OF LOWELL FOR THE RECEIPT OF HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS FUNDING (HOPWA), IN THE AMOUNT OF \$100,000.00 FOR FISCAL YEAR 2019-2020**

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: Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard  
Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.11 MOTION TO APPROVE CURRENT FLAT RENTS FOR FEDERAL, HUD ASSISTED, PUBLIC HOUSING DEVELOPMENTS**

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

A roll call was taken with the following results:

Yeas: Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard  
Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.12 MOTION TO APPROVE CHANGE ORDER #4, IFB 2018-16A, FOR SECURITY CAMERA UPGRADES, A COST INCREASE IN THE AMOUNT OF \$12,622.55 TO SECURITY 101**

Vice Chairperson Shea asked for clarification on the change order. Mr. Wallace reported that the change order is for cabling, which was missed during the design. Mr. Wallace explained that the work has not yet been performed. Vice Chairperson Shea will reach out to the office for additional clarification on change orders

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

A roll call was taken with the following results:

Yeas: Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard  
Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.13 MOTION TO ACCEPT PROJECT CLOSEOUT DOCUMENTATION, IFB 2018-14, FOR RE-ROOF AT 183 GORHAM STREET AND FINAL PAYMENT IN THE AMOUNT OF \$58,300.00 TO, M.D.M. ENGINEERING COMPANY, INC., 51 SAWMILL ROAD, DUDLEY, MA, 01571**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.14 MOTION TO APPROVE A RESOLUTION TO AUTHORIZE THE LOWELL HOUSING AUTHORITY TO SUBMIT AN APPLICATION FOR THE 2019 RESIDENT SERVICE COORDINATOR INITIATIVE GRANT TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH.667 AND CH705 STATE-AIDED SITES**

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**8. OLD BUSINESS**

None

**9. NEW BUSINESS**

None

**ADJOURNMENT**

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

A roll call vote was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted

**Meeting adjourned: 6:00pm**

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**Secretary**