

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

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

MINUTES FROM THE REGULAR MEETING HELD ON OCTOBER 17, 2019

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

A roll call vote was taken with the following results:

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

RESIDENT CORRESPONDENCE

None

RESIDENT ORGANIZATION

None

SUB-COMMITTEE REPORTS

Mr. Garvey provided a subcommittee report. The agency met on September 9th and 10th with Chairperson Howard and Vice Chairperson Shea. The personnel subcommittee met at the request of Vice Chairperson Shea to update the personnel policy. Mr. Shea also asked for an organizational chart. This committee created an organizational chart and personnel policy which is consistent with HR law. The agency's existing policy was compared with a National NAHRO personnel policy. The policy will be reviewed by the Housing Authority's legal counsel and will be brought to the Board for a vote at an upcoming meeting.

FINANCE REPORT

Ms. Giblin reported that the state programs are revenue producing. The agency received a 10% annual increase, along with a \$5,000 technology allowance for the Housing Authority to use these funds as the agency sees fit. The goal for the funds is to use it for mobile workorders for agency staff. There was a \$30k addition for doors at Hale Street. The Board approved a contract for managed IT services and awarded the contract to Resolve IT. Commissioner McMahon requested last year to keep the Board apprised of contract renewals. The agency will be continuing to work with Resolve IT as the agency's third-party vendor for IT services.

REPORT OF THE CHAIR

None

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Wallace reported that the agency hired two new staff members. Rita Brousseau has been hired as the agency's new Chief Procurement Officer. The Housing Authority also hired Clinton Wilson, who is a graduate of Umass Amherst and seeking a Masters Degree in Psychology. Clinton will be the agency's new Assistant Property Manager working with Amy at North Common Village.

The agency has received notification that the Housing Authority has been successful in obtaining Mainstream vouchers. The agency received a grant of \$250,000 for 25 vouchers in the community. The agency purchased Hadley house from JC Place. RENU owns the property, and the agency is working with the City to purchase the land. The agency is seeking to put 4-5 units of veterans housing at RENU.

The agency will be unveiling its historical exhibit on December 5, 2019.

Mr. Wallace provided an update on the disposition of scattered sites. On Wednesday, October 30, the agency sold 13 of 15 properties. The closings for the properties will commence in mid-December, with a total revenue of \$1.4 million dollars.

Mr. Wallace reported that DHCD has reversed the decision and will federalize the units. Thank you to Representative David Nangle and Commissioner Robert McMahon, who helped the agency begin discussions with State. The Chair recognized Vice Chairperson Philip L. Shea. Vice Chairperson Shea asked the Chair to discuss Board Motion 7.1.20 first.

Vice Chairperson Shea commends Commissioner McMahon for his efforts working towards federalization. Vice Chairperson Shea expressed that this new housing could be used for the elderly, and homeless, and commends the Director and staff for the accomplishment. Commissioner McMahon thanked Vice Chairperson Shea, Governor Charlie Baker, Lt. Governor Karyn Polito, Representative David Nangle for making federalization possible.

EXECUTIVE DEPARTMENT

7.1.1 MOTION TO APPROVE A REVISION TO THE EXECUTIVE DIRECTOR CONTRACT EXTENSION EXPIRING 9/30/2024

Vice Chairperson Shea explained that the personnel policy submitted to the State was the old personnel policy. Vice Chairperson Shea questioned if the April 2014 policy will be in effect for contract or will the new personnel policy which will be later adopted will supersede this policy. Mr. Wallace explained that DHC requested certain changes, and the personnel policy would not have an impact on the contract renewal. Vice Chairperson Shea indicated that he is comfortable with the submission of the contract as it stands if the Executive Director is confident in its approval.

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

A roll call vote was taken with the following results:

Yeas: Commissioner Marr, 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 APPROVE CONTRACT EXTENSION, RFP 2018-8, FOR REAL ESTATE LEGAL SERVICES, AND AWARD A 1-YEAR CONTRACT EXTENSION FOR AN HOURLY RATE CONTRACT NOT TO EXCEED \$300/HR AND A \$1,500 CLOSING COST FEE, TO ENO MARTIN DONAHUE, LLP, 21 GEORGE 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 Marr, 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 APPROVE THE STATE CONSOLIDATED (c. 667 AND c. 705) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020

Vice Chairperson Shea reported that he had the pleasure of meeting with CFO, Sherry Giblin and CEO, Adam Garvey. A discussion was had about the budget and personnel. Vice Chairperson Shea commended the property managers, who are instrumental in the success of the agency. He thanked Adam Garvey and Sherry Giblin for their time in explaining the budget and programs during their meeting.

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 Marr, 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 APPROVE THE STATE SECTION 8 NC/SR PROGRAM (CONCORD RIVER MILL) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020

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 Marr, 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 THE C. 689 PROGRAM (COMMUNITY RESIDENCES) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020

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

A roll call was taken with the following results:

Yeas: Commissioner Marr, Commissioner McMahan, 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 MASSACHUSETTS RENTAL VOUCHER PROGRAM (MRVP) OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020

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 Marr, Commissioner McMahan, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.7 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 467 CENTRAL STREET, IN THE AMOUNT OF \$380,010 TO, DAT LE, 431 STEVENS STREET, LOWELL, MA 01851 (PENDING HUD APPROVAL)

Vice Chairperson Shea questioned a discrepancy between the bid award documentation and the award of \$380,010. Ms. Giblin explained that the award recommendations were based on the gross amounts from the proposers. With due diligence, the agency determines if each of the evaluations meet the qualifications, but some proposers had a closing requirement which reflects the discrepancy in the amounts. The agency considered the highest net amount for those properties that were awarded. Vice Chairperson Shea recommended support for 7.1.7 and the motions to follow.

In the 2nd paragraph on the memo Chairperson Howard asked that 11 properties be changed to 13 properties.

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 Marr, Commissioner McMahan, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.8 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 169-171 CHAPEL STREET, IN THE AMOUNT OF \$495,300 TO, THANH PHAM, 127 HIGH STREET, CLINTON, MA 01510 (PENDING HUD APPROVAL)

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

A roll call was taken with the following results:

Yeas: Commissioner Marr, 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 ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 30-40 GRIFFIN STREET, IN THE AMOUNT OF \$535,900 TO, THANH PHAM, 127 HIGH STREET, CLINTON, MA 01510 (PENDING HUD APPROVAL)

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 Marr, 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 ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 38 LINCOLN STREET, IN THE AMOUNT OF \$521,099 TO, THANH PHAM, 127 HIGH STREET, CLINTON, MA 01510 (PENDING HUD APPROVAL)

Chairperson Howard asked that the appraised date reflect 2017 in the appraisal for this property.

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 Marr, 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 ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 50-52 ALBION STREET, IN THE AMOUNT OF \$391,003 TO, DOUGLAS MERCURIO & JONATHAN BOMBACI, 165 THORNDIKE STREET SUITE 511, LOWELL, MA 01852 (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 Marr, 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 ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 13-21 CRANE STREET, IN THE AMOUNT OF \$490,010 TO, CON WAY LIN, 224 EAST 11TH STREET APT 19, NEW YORK, NY 10003 (PENDING HUD APPROVAL)

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 Marr, 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 BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 1-9 HAMPSHIRE PLACE, IN THE AMOUNT OF \$1,094,501 TO, DOUGLAS MERCURIO & JONATHAN BOMBACI, 165 THORNDIKE STREET SUITE 511, LOWELL, MA 01852 (PENDING HUD APPROVAL)

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 Marr, 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 ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 162-164 BRANCH STREET, IN

**THE AMOUNT OF \$373,510 TO, UYEN-NHI LE, 540 LOWELL STREET, ANDOVER, MA 01810
(PENDING HUD APPROVAL)**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.15 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 1089-1095 GORHAM STREET, IN THE AMOUNT OF \$455,010 TO, UYEN-NHI LE, 540 LOWELL STREET, ANDOVER, MA 01810
(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 Marr, Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.16 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 172-173 FLETCHER STREET, IN THE AMOUNT OF \$665,500 TO, MATTHEW DAVIS & PARTNERS, 7 ROBERTS STREET, SOMERVILLE, MA 02145 (PENDING HUD APPROVAL)

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

**7.1.17 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 17 BASSETT STREET, IN THE AMOUNT OF \$315,417 TO, SARANN KONG, 68 WASHINGTON STREET, LOWELL, MA 01851
(PENDING HUD APPROVAL)**

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.18 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 8-10 SHAFFER STREET, IN THE AMOUNT OF \$291,000 TO, MATTHEW DAVIS & PARTNERS, 7 ROBERTS STREET, SOMERVILLE, MA 02145 (PENDING HUD APPROVAL)

Vice Chairperson Shea asked for some background information on Matthew Davis and Partners and their confidence in the award. Mr. Garvey explained that the committee looked at the biographies of the proposals, and those with strong pre-approvals, and demonstrated experience in closing within 90 days. Mr. Garvey feels confident in the award to Matthew Davis and Partners.

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.19 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-9 FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 3, AND AWARD SALE OF 44-46 FRANKLIN STREET, IN THE AMOUNT OF \$465,010 TO, DAT LE, 431 STEVENS STREET, LOWELL, MA 01851 (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 Marr, Commissioner McMahon, Vice Chairperson Shea, Commissioner Bernes, Chairperson Howard

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.20 MOTION TO APPROVE A RESOLUTION TO GRANT THE REVITALIZATION EFFORT TOWARDS NEW URBANISM (RENU), INC., DEVELOPER RIGHTS FOR THE SURPLUS "MERCIER SITE" AND TO AUTHORIZE THE LOWELL HOUSING AUTHORITY TO SUBMIT AN APPLICATION

TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR GROUND LEASE PERMISSION

Mr. Wallace explained that the purpose of this vote is to give the development rights to RENU, who will be seeking developers for the property. Attorney Murphy explained that RENU will be able to seek out additional funding mechanisms that the agency is unable to achieve, which provides the Authority with greater flexibility. This will also improve the procurement process. Attorney Murphy recommends that the Board approve the resolution.

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 Marr, 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

A motion was made to approve the Friday after Thanksgiving as a day off for staff.

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

A roll call vote was taken with the following results:

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

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 Marr, 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

Secretary