

**LOWELL HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING HELD ON
WEDNESDAY, AUGUST 14, 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 Bernes, Chairperson Howard, Commissioner Marr, Commissioner McMahon, Vice Chairperson Shea,

Vice Chairperson Shea called for a moment of silence in honor of Theresa Babcock, Gerry Lamphier's father who passed away recently, and Anna Mason, sister of Leo Mason.

APPROVAL OF MINUTES OF THE REGULAR MEETING HELD ON JULY 15, 2019

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

A roll call vote was taken with the following results:

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

The Chairperson declared the motion carried and the vote adopted.

RESIDENT CORRESPONDENCE

None

RESIDENT ORGANIZATION

None

SUB-COMMITTEE REPORTS

None

FINANCE REPORT

At the end of the 3rd quarter, all programs are revenue producing. All expenses are within budget tolerances. The agency has a large scale security camera project, which will deduct \$100,000 agency wide. The budget for fiscal year 2020 is underway and will be presented to the Board at the September board meeting.

REPORT OF THE CHAIR

None

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Wallace reported that the Authority is currently seeking 4 grant opportunities, including a Youth Build grant for up to \$3 million serving youth who are unemployed or underemployed.

Mr. Wallace reported that the Executive Director's contract expired in 2018. Mr. Wallace requested the contract be extended and that extension was approved by the board previously. It was then sent to

DHCD for approval and was sent back to Mr. Wallace to make a few changes and get re-approval by the Board. DHCD had failed to approve the contract, requesting changes to the Executive Director's job description. The Board will be voting on the Executive Director's contract tonight.

EXECUTIVE DEPARTMENT

7.1.1 MOTION TO APPROVE AN EXTENSION TO THE EMPLOYMENT CONTRACT FOR THE EXECUTIVE DIRECTOR

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

A roll call vote was taken with the following results:

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

The Chairperson declared the motion carried and the vote adopted.

Vice Chairperson Shea asked the General Counsel for clarification on the language in the contract. The Vice Chairperson asked for clarification on page 3, section 7 b 1 of the contract with respect to the vacation leave being carried over to the following fiscal year. The General Counsel responded that the Executive Director will be entitled to the same benefits as the rest of the employees of the Lowell Housing Authority. Under the terms of the conditions of the policies of Lowell Housing Authority employees, six weeks total vacation days can be accrued per year, and this will also apply to the Executive Director.

Vice Chairperson Shea asked the General Counsel for clarification on page 8 item 19 with respect to giving the Executive Director a 2% cost of living increase. The Vice Chairperson asked why the cost of living increase is only 2%. The General Counsel responded that DHCD does not want there to be any cost of living increase. The agency is giving the Executive Director the same cost of living increase as the rest of the employees of the agency. The General Counsel mentioned that DHCD, while only having 7% of the authority's property, DHCD still has veto power and we must abide by their requests. In order to get the contract approved by DHCD, the Executive Director is being given a 2% increase. Vice Chairperson Shea expressed his opinion that it is not fair for the Executive Director to only receive a 2% cost of living salary increase. Commissioner McMahon expressed his opinion that the Board has the power to approve an increase of more than 2% if they feel that the increase is deserved. The General Counsel stated that in order to get DHCD to approve the contract, it is recommended to just approve the 2% increase, and then attempt to implement a higher increase after the contract is approved.

Vice Chairperson Shea brought to the General Counsel's attention that the personnel policy has not been updated since 2016. Mr. Garvey stated that there is an active working committee to update the agency's personnel policy. The agency is reading through Mass NAHRO's housing authority personnel policy and will bring an updated personnel policy to the board in October.

7.1.2 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-5, FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 1, AND AWARD THE SALE OF 1-9 ROOSEVELT PLACE IN THE AMOUNT OF \$990,001.00 TO, LIGHTHOUSE GROUP PROPERTIES, 7 WARD HILL ROAD, WESTFORD, MA 01886 (PENDING HUD APPROVAL)

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

A roll call vote was taken with the following results:

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

The Chairperson declared the motion carried and the vote adopted.

Vice Chairperson Shea asked for information on Lighthouse Group Properties. Mr. Garvey stated that Lighthouse Group Properties operates 6 properties in Lowell and the Authority has a relationship with the Lighthouse Group through the agency's Section 8 program. Lighthouse Group Properties has been a good company to work with and they have a lot of experience working with housing authorities.

Vice Chairperson Shea asked who is the committee that evaluates the bids. Mr. Garvey stated that each RFP or RFQ has its own evaluation committee. This committee consisted of Mr. Garvey, Ms. Giblin, and Ms. Dalton. Vice Chairperson Shea suggested that a person with a real estate background should be considered in joining the other 3 members of the committee in evaluating fair value of agency assets when determining to accept a bid.

Commissioner McMahon stated that the Lighthouse Group was the only proposer to say that they will have the disposal done within 90 days and that is a good win for the Housing Authority.

7.1.3 MOTION TO ACCEPT BID RECOMMENDATION, RFP 2019-5, FOR SCATTERED SITE PROPERTY MARKET SALES, PHASE 1, AND AWARD THE SALE OF 49 OAK STREET, IN THE AMOUNT OF \$368,501.00 TO, LIGHTHOUSE GROUP PROPERTIES, 7 WARD HILL ROAD, WESTFORD, MA 01886 (PENDING HUD APPROVAL)

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

The Chairperson declared the motion carried and the vote adopted.

OLD BUSINESS

Commissioner McMahon asked about progress on elevator repairs at AMP 3. Mr. Garvey responded that as of last Friday, elevator repairs have been completed and passed inspection. Residents can use the elevators without any issues. Residents have given commendation to the resident coordinators for their hard work and positive attitude during the time that the elevators were down.

NEW BUSINESS

None

ADJOURNMENT

A motion to adjourn was made by Commissioner Bernes and seconded by Commissioner Marr.

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

Meeting adjourned: 5:30 pm

Secretary