

**LOWELL HOUSING AUTHORITY
MINUTES OF THE REGULAR MEETING HELD ON
WEDNESDAY, JULY 8, 2020 AT 5:00 P.M. (VIRTUAL)
MERCIER CENTER, 21 SALEM STREET, LOWELL, MA**

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

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

Chairperson Shea provided the following direction following the roll of membership:

This Lowell Housing Authority meeting is being held remotely in accordance with the Governor of Massachusetts' March 10, 2020 order suspending certain provisions of the open meeting law G.L. c.30A, Section 18 and Section 20

There will be no public participation in the meeting; however, the public may view and listen to the meeting via our website at www.lhma.org under "Board Meeting Minutes and Agendas"

A transcript of this meeting will be made available at www.lhma.org when available.

MINUTES FROM THE MEETING HELD ON JUNE 10, 2020

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

A roll call vote was taken with the following results:

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

RESIDENT CORRESPONDENCE

None

RESIDENT ORGANIZATION

None

SUB-COMMITTEE REPORTS

There was a finance subcommittee report and the bylaws subcommittee report for discussion. Mr. Garvey provided a briefing on the finance subcommittee report. Mr. Garvey reported that the finance subcommittee met last Wednesday to go over the agenda items before the Board today. Discussed were the State Annual Plan, two bids, and a change order recommendation.

FINANCE REPORT

Mr. Garvey gave the finance report in the absence of Sherry Giblin. Three out of four AMPS are operating at gains. AMP2 is operating at a loss due the electrical outage at the AMP back in February. The agency is seeking an emergency grant to cover losses through HAG insurance carrier. The agency may take financing from operating reserves. Rent is at or above budget across the Board and subsidy is at or above budget. AMP2 is seeing a rental income below budget estimates due to structured vacancies at AMP2 scattered sites. All expenses are in line with the budget. Ms. Giblin has submitted operating subsidy calculations to HUD for 2020. Ms. Giblin has also provided an executive summary for the Board. The LHA's audit was submitted on June 30 to HUD. The audit was clean with no findings. When the agency receives the audit report, the LHA will share with the Board, and the City of Lowell. Mr. Garvey will be happy to answer any questions, or to schedule a meeting to discuss further.

Vice Chairperson Shea asked for clarification on the grant for the electrical outage. Mr. Garvey explained that the agency expended nearly \$400k on the restoration. The agency applied to HUD for an emergency grant. The agency was determined to ineligible. The LHA's insurance carrier HAG luckily had an emergency grant available for housing authorities. The agency has not received a response. Mr. Garvey will follow up with Eunice and Sherry with respect to the status of the grant. Chairperson Shea thanked Mr. Garvey for his report.

REPORT OF THE CHAIRPERSON

None

REPORT OF THE EXECUTIVE DIRECTOR

Mr. Wallace explained that through the efforts of Laura Watts, Sam Talbot and our maintenance staff have been working on the community spaces at Concord River Mill, South Common Village, Centralville Gardens and City View Towers. The agency is sharing progress on social media, and we are getting a lot of positive feedback from the community. Mr. Wallace informed the Board that the agency has completed renovations of the Division of Leased Housing Office. The Section 8 program and Public Housing Program are now at a central location. The other offices will be used for the JobsPlus program. Vice Chairperson Shea thanked Mr. Wallace for his report.

EXECUTIVE DEPARTMENT

7.1.1 MOTION TO APPROVE THE PROPOSED CHANGES TO THE LOWELL HOUSING AUTHORITY BY-LAWS

Chairperson Shea recognized Attorney Kevin Murphy to discuss. Attorney Murphy explained that the bylaws subcommittee is composed of Chairperson Shea, Commissioner Howard, the Executive Director, Gary Wallace, and his assistant, Andrew Rocha. The subcommittee did a comprehensive review of the bylaws to make the bylaws more appropriate to the current operations of the agency. The subcommittee held a virtual meeting to discuss changes. Attorney Murphy outlines the proposed changes:

1. Attorney Murphy discussed Article 2 with respect to outdated subcommittees. Ten subcommittees were reduced to five subcommittees.
2. Article 2 Sec. 5 was moved to a different section of the bylaws.
3. Article 2, Sec. 9, will be deleted in its entirety
4. Article 3, Sec.1, adding text relative to the annual meeting scheduling to include "or on another

date approved by the Board"

5. Article 3, Sec. 2, Any meeting now must be held at 5:00 at the Mercier Center. This amendment would allow the Chairperson to designate and alternative location to hold a regular meeting.
6. Article 3, Sec. 3, inserting "electronically or otherwise" with respect to informing the Board of regular meetings. Also, deleting "if any or all members of the authority are present, then meeting business may be transacted" Attorney Murphy notes that only business that is noted on the agenda can be addressed at a public meeting and this line runs contrary to public meeting law and should be deleted.
7. Article 3, Sec. 4, Notes that the majority of the members that sets out a quorum is 3 of the Board members.
8. Article 3, Sec. 5., Changes the order of business to reflect current meeting. Item 9 new business the agency will separate to two items-- "motions of the board" and "executive director announcements"
9. A person who wishes to speak before the Board of Commissioners must report on the Wednesday before the meeting at 12:00 to be heard. This amendment would allow a majority vote of the Board to suspend this rule to hear from participants who have not reported to speak at the meeting.
10. Replaces pronoun "he/his" to "he/her" when appropriate in the bylaws

Chairperson Shea expressed that the bylaws are more transparent and more accurately clarifies roles of the staff and the Executive Director. The last time the bylaws were changed was in 2013 and these changes are more modern. Vice Chairperson Shea thanked Adam Garvey and Andrew Rocha for their efforts in getting the process started for the bylaw changes. Chairperson Shea thanked Attorney Murphy for leading the discussion. Vice Chairperson McMahon asked if the agency plans on holding meetings at different times for residents. Chairperson Shea explained that holding meetings at different times to accommodate residents is a great idea.

Detailed list of bylaw changes will be included on website under meeting minutes for the July meeting.

A motion to accept was made by Commissioner Howard and seconded by Vice Chairperson McMahon

A roll call vote was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.2 MOTION TO AUTHORIZE THE LOWELL HOUSING AUTHORITY TO SUBMIT THE STATE-AIDED PUBLIC HOUSING ANNUAL PLAN FOR FISCAL YEAR 2021 TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Chairperson Shea explained that he had a productive meeting with Mary Ann Maciejewski, Special Projects Coordinator and Jonathan Goldfield, Capital Asset Manager with respect to the development of the Annual plan.

A motion to authorize was made by Vice Chairperson McMahon Bernes and seconded by Commissioner Bernes

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.3 MOTION TO ACCEPT BID RECOMMENDATION, IFB-2020-9, FOR ON-CALL PLUMBING SERVICES, AND AWARD AN INITIAL ONE-YEAR CONTRACT WITH LHA'S OPTION TO RENEW FOR AN ADDITIONAL ONE-YEAR PERIOD, IN THE AMOUNT OF \$63,160.00 TO, N.B. KENNEY COMPANY, INC, 68 BARNUM ROAD, DEVENS, MA, 01434

Chairperson Shea recognized Rita Brousseau, Chief Financial Officer to provide clarification. Chairperson Shea asked if the agency has done business with the company in the past. Ms. Brousseau explained that she has done business with N.B Kenney Company, and they are a large enough company to handle our needs.

A motion to accept was made by Vice Chairperson McMahon and seconded by Commissioner Marr

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.4 MOTION TO ACCEPT BID RECOMMENDATION, IFB 2020-11, FOR ON-CALL ELEVATOR MAINTENANCE AND REPAIR SERVICES, AND AWARD AN INITIAL ONE-YEAR CONTRACT WITH LHA'S OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR CONTRACT PERIODS, IN THE AMOUNT OF \$204,250.00 TO, EMBREE ELEVATOR, 227 GARFIELD AVENUE, WOBURN, MA 01801

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

7.1.5 MOTION TO ACCEPT CHANGE ORDER #05, IFB 2018-16A, TO INSTALL FIBER OPTIC CABLING AT AMP1, IN THE AMOUNT OF \$21,927.50, TO COMPLETE PROJECT CONTRACTED TO SECURITY101, 10 PINE STREET, PLAINVILLE, CT 06062

A motion to accept was made by Commissioner Howard and seconded by Vice Chairperson McMahon

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

8. OLD BUSINESS

None

9. NEW BUSINESS

Chairman Shea asked the Executive Director to announce the subcommittee members.

As directed by the Chairman the following are the new committee assignments:

Executive-Philip L. Shea, Chairperson, Robert McMahon, Member

Finance-Philip L. Shea, Chairperson, Vanna Howard, Member

Personnel-Vanna Howard, Chairperson, Matt Marr, Member

Resident Services-Robert McMahon, Chairperson, Joanie Bernes, Member

Capital Planning-Matt Marr, Chairperson, Joanie Bernes, Member

Chairperson Shea thanked Attorney Murphy and the staff for their efforts on the bylaws and the subcommittees.

Attorney Murphy explained that under new business with respect to new Board motions of the Board, please submit motions prior to the publication of the agenda. This would be the opportunity for the Board to submit motions. In the past, Chairperson Shea explained there was not an opportunity on the agenda to present new ideas.

Mr. Wallace announced that the agency has hired 4 new staff members—Kristen Conlon, Associate Procurement Officer, Virak Vong, Public Housing Office Assistant, Naida Gonzalez, Resident Services Coordinator/South Common Village, Krystal Vanhorne/South Common Village. Their credentials will be shared on social media in the coming week.

Mr. Wallace explained that in the month of August, the agency does not typically hold a meeting, and the agency does not anticipate having any motions to approve for the August meeting. If the Board sees fit, the August meeting would be cancelled.

A motion made by Commissioner Howard and seconded by Commissioner Bernes to cancel the August meeting.

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

ADJOURNMENT

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

A roll call was taken with the following results:

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

Nays: None

The Chairperson declared the motion carried and the vote adopted.

Meeting adjourned: 6:00

Secretary