

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

LOWELL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
DECEMBER 8, 2021

Mercier Community Center
21 Salem Street
Lowell, Massachusetts

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

I N D E X

PAGE NO.

Call to Order	3
Approval of the Minutes	5
Resident Correspondence	5
Resident Organization	5
Subcommittee Report	6
Finance and Audit Report	10
Report of the Chair	15
Report of the Executive Director	22
Old Business	32
New Business	33
Adjournment	34

P R O C E E D I N G S**Call to Order:**

A regularly scheduled meeting of the Lowell Housing Authority was held on Wednesday, December 8, 2021, at the Mercier Community Center located at 21 Salem Street, Lowell, Massachusetts. Present Board of Commissioner members were as follows: Chairman Philip L. Shea, Vice Chairperson Robert McMahon, Commissioner Joanie L. Beres, Commissioner Mony Var. Present Lowell Housing Committee members were as follows: Assistant Executive Director and Chief Operating Officer Adam J. Garvey, Chief Financial Officer Sherry Giblin.

The meeting convened at 5:00 p.m.
Mr. Philip L. Shea chaired the meeting.

MR. SHEA: For the record, my name is Philip Shea. To my left is Commissioner Mony Var, Commissioner Joanie Bernes. Vice Chairperson of the Committee is Robert McMahon. Absent tonight is Commissioner Matt Marr.

And it's nice to see everyone here.
It's nice to see our Assistant Administrative Director, Chief Operating Officer, Adam Garvey,

1 sitting in tonight for the Director, who is not
2 with us. We welcome Mr. Garvey, and next to him
3 is the Chief Financial Officer of the Lowell
4 Housing Authority, Ms. Sherry Giblin.

5 With that being the case, we have in
6 front of us -- I welcome everyone to the
7 November 10 meeting of the Commission for the
8 Lowell Housing Authority. I'm sorry that I'm
9 dressed so informally. It's the first time I
10 haven't had a tie on. I thought we'd be in and
11 out in ten minutes tonight. That's not the case.
12 So Commissioner McMahon, Commissioner Money Var,
13 and I, we are all rather dressed informally
14 tonight. That's not usually the case at this
15 meeting, but we welcome everyone here.

16 With that being the case, we'll ask the
17 Clerk to call the roll, please.

18 MR. GARVEY: Commissioner Bernes?

19 MS. BERNES: Here.

20 MR. GARVEY: Commissioner Marr? Vice Chair
21 McMahon?

22 MR. MCMAHON: Here.

23 MR. GARVEY: Chairman Shea?

24 MR. SHEA: Present.

25 MR. GARVEY: And Commissioner Var,

1 MR. VAR: Here.

2 MR. SHEA: Thank you. The next item on the
3 agenda is the Item No. 1. Item No. 1 is the
4 approval of the minutes for the meeting held on
5 November 10, 2021. Any question on the approval
6 of the minutes by any member of the Board?
7 Hearing none, I'll ask the Clerk to call the
8 roll.

9 MR. GARVEY: Commissioner Bernes?

10 MS. BERNES: Yes.

11 MR. GARVEY: Commissioner Marr? Vice Chair
12 McMahan?

13 MR. MCMAHON: Yes.

14 MR. GARVEY: Chairman Shea?

15 MR. SHEA: Yes.

16 MR. GARVEY: And Commissioner Var?

17 MR. VAR: Yes.

18 MR. GARVEY: Four yeas. Minutes approved.

19 MR. SHEA: Thank you very much. The next
20 item on the agenda is Item No. 2, Resident
21 Correspondence.

22 MR. GARVEY: I have no resident
23 correspondence.

24 MR. SHEA: Therefore, Item No. 2 passed.
25 Item No. 3, Resident Organization.

1 MR. GARVEY: I have no resident
2 organization, and I don't see any in the
3 audience.

4 MR. SHEA: Item No. 3 is passed. Item No. 4
5 is Subcommittee Report. For the record, I'd like
6 to put into the record the Subcommittee Report.
7 The subcommittee that I'm going to reference is
8 the Finance Subcommittee. The Finance
9 Subcommittee, according to my notes, and please
10 correct me, Sherry or Adam, if I need to be
11 corrected. The Financial Committee had a meeting
12 which was attended -- it was on December 1. The
13 meeting was attended by Mr. Tha Chhan, Director
14 of Housing; our Director, Dr. Gary Wallace;
15 Assistant Director, Adam Garvey; and our Chief
16 Financial Officer, Sherry GIBLIN, together with
17 Commissioner Mony Var who also serves on the
18 Subcommittee on Finance with myself as
19 the Chairman.

20 The purpose of the discussion was
21 basically to discuss the housing situation, the
22 relocation of the housing for the housing
23 division, and we had a wide-range conversation on
24 the two different bids that were submitted to us
25 to relocate our housing division from Moody

1 Street to another location. And I think
2 Commissioner Var will agree that after one hour
3 of conversation, getting from our Chief Financial
4 Officer budget limitations on the annual rent and
5 discussion with the Chief Operating Officer,
6 Dr. Wallace, we had a discussion back and forth
7 on the two proposals, and at that point we came
8 to no decision as to those two particular bids
9 because we had to check it out with our Chief
10 Procurement Officer as to how to proceed.

11 So with that being the case, the real
12 questions of those two bids were, first of all,
13 they both came in higher than expected for the
14 rent, the annual rent on a five-year contract,
15 than our Chief Financial Officer indicated to us
16 that we could pay; and the second reason of
17 concern was the parking capability for our 15
18 employees of the Housing Authority, plus people
19 participating in the building with respect to a
20 discussion on the housing applications. So we
21 were unsure of the parking.

22 So after probably an hour of discussion,
23 we basically -- Mr. Tha Chhan and his group,
24 which consisted of Ms. Giblin and Brian Moriarty,
25 they would go back to the drawing board to try to

1 find out what is available under the two current
2 bids and what we may need, more or less, and
3 should we go out for bids. So they're going to
4 report back to the Subcommittee on Finance
5 sometime in the immediate future, and we will
6 bring that discussion to the full board after
7 Commissioner Mony Var and myself have come to a
8 conclusion as to what we want to recommend to the
9 full Board. So I'd like to get that into the
10 record with respect to that particular
11 discussion.

12 Also what was discussed was another -- a
13 question by the Director with respect to ask to
14 hire an additional person in the Leasing
15 Department, and it was brought to our attention
16 by the Chief Financial Officer that during the
17 budget deliberations, that particular position
18 was not brought to the attention of the Board
19 through a vote, and so it had to really go back
20 through the Finance Committee in order that they
21 could proceed with the hiring of that person from
22 what is considered a temporary position to a
23 permanent, full-time position, and after that
24 was -- I think the Finance Committee voted two to
25 nothing, which is a unanimous vote, to hire the

1 additional person in the leasing and housing
2 division, and I think -- I'm not sure, but I have
3 a feeling that the Assistant Director will be
4 discussing that later on today.

5 So that, basically, I think, is my
6 recollection of the Finance Committee meeting
7 that took place. It took about an hour and a
8 half to have these discussions, but it was
9 worthwhile, and it was fruitful. And we
10 appreciated the Director, Tha Chhan, coming
11 forward on behalf of the Authority to bring to
12 our attention his point of view with respect to
13 the necessity of this additional individual.

14 So I think that probably wraps up my
15 notes on this meeting, and I will ask
16 Commissioner Var, do you have anything to add to
17 that?

18 MR. VAR: No.

19 MR. SHEA: So if that be the case, that's
20 the committee report. That's the Subcommittee
21 Report on Finance, and I would just, with that
22 notation, I would just ask a motion to accept the
23 report by Vice Chairperson McMahon and seconded
24 by Commissioner Bernes to accept the Subcommittee
25 Report of Finance pertaining to the meeting held

1 on Wednesday, December 1.

2 With that being the case, I will now ask
3 the Director to call the roll.

4 MR. GARVEY: Commissioner Bernes?

5 MS. BERNES: Yes.

6 MR. GARVEY: Commissioner Marr? Vice Chair
7 McMahan?

8 MR. MCMAHON: Yes.

9 MR. GARVEY: Chairman Shea?

10 MR. SHEA: Yes.

11 MR. GARVEY: Commissioner Var?

12 MR. VAR: Yes.

13 MR. GARVEY: Four yeas. Report accepted.

14 MR. SHEA: Thank you. The next item on the
15 agenda is Item No. 5, Finance and Audit Report.
16 With that being the case, the Chair wants to
17 recognize the Chief Financial Officer, Ms. Sherry
18 Giblin.

19 MS. GIBLIN: Thank you, Mr. Chairman. The
20 Authority's operating statements for their fiscal
21 year ending September 30, 2021, were enclosed for
22 the Authority's review. Our year-end financials
23 have been finalized and timely submissions were
24 made to both HUD and DHCD. These statements are
25 subject to our annual financial audit; however,

1 we do not anticipate any material adjustments.
2 Audit plans have commenced, and fieldwork is
3 anticipated to begin in March 2022, with a final
4 audit submission to HUD by June 30, 2022.

5 As anticipated, operating gains across
6 four federal AMPs have decreased \$3.5 million
7 before the effects of depreciation in the month
8 of September. Full accrual of operating
9 expenses, GASB 75 OPEB expense, and EPC
10 betterments were main drivers of the reduction.
11 The EPC betterments are funded through our EPC
12 loan proceeds. The EPC betterments totaled \$2.9
13 million. Three out of our four federal AMPs are
14 closing the year with a net loss, after taking
15 into consideration prior period adjustments and
16 equity transfer. AMP 1 will close the year with
17 a net gain. The total net loss across our four
18 federal AMPs is anticipated at \$1.3 million. Our
19 state programs close the year with operating
20 gains totalling \$140,000. The majority of this
21 gain is in the MRVP program and is a prior period
22 adjustment made by DHCD to our funding. The
23 Section 8 program remained revenue producing
24 through the end of the fiscal year, as did the
25 Central Office Cost Center.

1 Rent and subsidy estimates across all
2 four federal AMPs are being met or exceeded.
3 While filing proration for CY2021 is still
4 unknown at this time, estimated proration levels
5 remain at 96 percent.

6 Full accrual of expenses incurred at
7 year end totaled \$1.2 million. This included
8 accruals for utilities, payroll, employee
9 benefits, and operating expenses. Under GASB 68
10 and 75, we are required to record the actuarial
11 calculated pension and OPEB expense, which can
12 differ significantly from the Authority's actual
13 cash outlay. While GASB 68 and 75 require the
14 full accrual of our pension and OPEB liability,
15 the agency remains on a "pay-as-you-go" system
16 for both. The actuarial pension expense came in
17 under budget by \$600,000, while OPEB expenses
18 came in over budget by roughly \$400,000. These
19 amounts were not made available until after the
20 fiscal year end when we receive the actuarial
21 reports from the City of Lowell.

22 Most expenses across all AMPs closed the
23 year within budget tolerance. Admin expenses are
24 within budget tolerance within all programs
25 except AMP 2. AMP 2 is over due to relocation

1 expenses which will be funded through sales
2 proceeds. AMP 1 is over budget in maintenance
3 expenses and contracts mostly due to a security
4 camera upgrade that was completed. This project
5 was funded using CARES Act Funds. AMP 3 closed
6 the year over budget in maintenance labor and
7 supplies. The overage in labor is due to a high
8 number of vacant units. The turnover team has
9 been working at AMP 3 to turn these units over.
10 The vacant units are due to transfers that are
11 being done as part of a large elevator repair
12 project at 43 Summer Street. AMP 4 is seeing
13 overages in maintenance labor and supplies as
14 well. Labor is over due to forced account labor
15 to complete community room renovations.
16 Utilities remain within budget tolerance in most
17 programs, with the exception of AMP 2 due to
18 utilities for properties that did not close
19 during the year. Insurance and benefits are over
20 budget due to forced account labor benefits and
21 unemployment claims. Our other general expense
22 category is over budget in AMPs 1 and 3. The
23 overages are due to collection losses and
24 protective services. Extraordinary maintenance
25 expenses remain under budget in AMP 1, which is

1 due to the deferral of a utility pipeline
2 replacement project and a brick repointing
3 project. Both projects were budgeted and will be
4 completed in fiscal year '22. Extraordinary
5 maintenance in AMPs 2, 3, and 4 are over budget
6 due to EPC improvements that were funded through
7 our EPC loan proceeds.

8 Our 667-2B Concord River Mill Program
9 remains revenue producing to date. Subsidy is
10 slightly under budget. Some of this is offset by
11 rent, which is over budget. Admin and
12 maintenance expenses remain under budget
13 estimates to date. Utilities close the year over
14 budget due to a leaking water valve that was
15 identified and repaired during the fiscal year.

16 Our Central Office program ended the
17 year with a gain exceeding budget estimates.
18 Management Fees are exceeding budget estimates
19 due to an increase in the HUD rate from \$88.57
20 per unit to \$99.19 per unit. Other income is
21 over budget in skilled labor billing.
22 Administrative expenses are over in salaries and
23 legal expenses. Maintenance is over budget due
24 to overtime and double coverage for paid time
25 off.

1 And finally, the Section 8 program ended
2 the year with a gain exceeding budget estimates.
3 Other income is over budget due to a HOPWA grant
4 received through the City of Cambridge. This is
5 offset by an overage in other general expenses
6 for HAP that's paid out for this HOPWA grant.
7 This is a reimbursable grant that has no effect
8 on the year end gain for the Section 8 program.
9 Admin expenses in the Section 8 program are over
10 budget due to the digital filing project that was
11 funding using COVID funds.

12 At this time, I'll take any questions
13 from the Board.

14 MR. SHEA: First of all, I would invite any
15 member of the Board of Commissioners, if you have
16 any questions to ask our Chief Financial Officer.
17 Vice Chairperson McMahon.

18 MR. MCMAHON: I want to know how many
19 vacancies do we have right now based on the moves
20 that we made? You reference here that there was
21 a slight change. And is there a number of units
22 you could let us know offhand how many, ballpark?

23 MS. GIBLIN: Are you referring to the South
24 Common Elevator Project?

25 MR. MCMAHON: Yeah.

1 MS. GIBLIN: I believe there's about 20
2 vacants.

3 MR. MCMAHON: Twenty, okay. And they'll be
4 filled very shortly, hopefully?

5 MS. GIBLIN: Yeah, I think Adam can speak
6 better to that.

7 MR. GARVEY: Yeah. So what we've done is
8 transferred many residents out of 43 Summer that
9 maybe were elderly or had mobility issues,
10 because that elevator is going to be coming down
11 in the coming months. So we wanted to get those
12 residents into a more conducive environment so
13 they didn't have to struggle with the stairs, and
14 we will fill those units as soon as we possibly
15 can.

16 MR. MCMAHON: Very good. Thank you.

17 MS. GIBLIN: You're welcome.

18 MR. SHEA: Any other questions to our Chief
19 Financial Officer? If not, I have a question
20 that I'd like to ask you.

21 MS. GIBLIN: Sure.

22 MR. SHEA: Prior to that I'd like to make an
23 announcement that Attorney Kevin Murphy is
24 attending virtually. I called the assistant
25 director this afternoon to ask him for the link.

1 So he is participating in this meeting virtually.
2 If there's any comments that he has to have, he
3 can have a dialog with us.

4 But with that being the case, I'd like
5 to ask a question with respect to would you just
6 explain -- we've had this discussion before. So
7 could you just explain to us, when we have a
8 surplus in an account, in an unrestricted cash
9 account -- there's restricted cash and there's
10 unrestricted cash. And when we have a surplus in
11 any of our unrestricted cash accounts, is that
12 unrestricted cash, is that -- can the Board of
13 Commissioners designate any of that unrestricted
14 cash to serve a purpose other than in the account
15 that it remains in? Can we move that
16 unrestricted cash from one unrestricted cash
17 account to another?

18 MS. GIBLIN: So yes, you can move
19 unrestricted cash. If you look at our balance
20 sheet in total, we have a negative unrestricted
21 net asset balance.

22 MR. SHEA: Yes.

23 MS. GIBLIN: So we really don't have a
24 surplus when we're talking about unrestricted
25 assets.

1 MR. SHEA: Can I interject. We have an
2 unrestricted cash deficit, you said?

3 MS. GIBLIN: In total, yes.

4 MR. SHEA: But that's pending future
5 revenues that will flip that?

6 MS. GIBLIN: That's after all is said and
7 done. So when I look at our agency-wide balance
8 sheet, our unrestricted net assets at the end of
9 9/30/21 agency wide were negative \$9.5 million.

10 MR. SHEA: Let's go back to that famous
11 meeting we had back in June where the
12 unrestricted precash was \$10.6 million. So will
13 you now explain to us how you got to where you
14 got.

15 MS. GIBLIN: When we talk about cash
16 balances in our cash account, at any given time,
17 obviously, our cash changes, but when you take
18 into account all of our liability, such as the
19 biggest ones being the pension and GASB 75, that
20 puts us in a negative equity position. So
21 although we have cash in the bank, our
22 liabilities are exceeding our assets at this
23 point, our unrestricted, I should say. We do
24 have a positive restricted net asset balance.

25 MR. SHEA: But there's no reason to not

1 believe that in the next six months we're going
2 to have a -- when we use that six-month figure,
3 that we'll have a cash surplus.

4 MS. GIBLIN: I don't believe we will, no.

5 MR. SHEA: Well, how did we go from a cash
6 surplus two years ago to a cash surplus last June
7 of \$11 million not counting the unrestricted
8 cash, which was another \$8 million?

9 MS. GIBLIN: Because that \$11 million was
10 cash in the bank at that time. That's not
11 necessarily -- those were accounts that aren't
12 restricted. We can use them to pay any of our
13 operating expenses. We can use them to pay any
14 of our liabilities. That was cash in bank at
15 that time. What was not taken into account
16 against that \$11 million was our liabilities that
17 are sitting on our balance sheet. So that was
18 just me giving you this is what we have in the
19 bank today, but we also have liabilities that
20 exceed those cash amounts that don't necessarily
21 need to be paid now, but they are liabilities.

22 MR. SHEA: And the liabilities, some are
23 current liabilities and some are long-term
24 liabilities?

25 MS. GIBLIN: Correct, yeah.

1 MR. SHEA: So I don't want to get into the
2 weeds with you because I want to keep it to the
3 surplus. We can get into that but I don't want
4 to take up the time. But the bottom line is, for
5 the most part, you can transfer the money from
6 unrestricted accounts to another to meet debt?

7 MS. GIBLIN: We can shift the cash amount.
8 What I cannot do is I cannot shift between
9 programs. So I can't take public housing money
10 and put it to Section 8.

11 MR. SHEA: But you can shift it from one
12 account to another pertaining particularly if you
13 have a surplus?

14 MS. GIBLIN: Only if it's within the same
15 program.

16 MR. SHEA: Yes, okay. I know it's kind of
17 in the weeds, but I just want that to be
18 indicated because that's how we've done some of
19 the things that we've done in the past, and I
20 think in the future -- I mean, I look at Adam, I
21 mean, he knows as much about this as anybody, as
22 you do, too. We have certain flexibility to
23 shift money, not great portions of money, but to
24 shift money if, in the Director and the Board's
25 opinion we need extra money to do this or do

1 that, particularly in the accounts. We have the
2 ability to shift money, and I understand the
3 long-term -- okay, I'm getting into the weeds. I
4 don't want to do that. So bottom line is that I
5 just want that to be kind of understood, that
6 when we do something financially, sometimes we
7 have to shift money, and we found that out in the
8 finance meeting as to how are we going to pay for
9 the additional money for the rent for there's a
10 certain limitation we can pay for the rent of the
11 Housing Department, but there's limitations on
12 how much we could even do that.

13 MS. GIBLIN: Correct.

14 MR. SHEA: So I know we've had these
15 discussions prior, but I just wanted it on the
16 record so that when somebody says how can you do
17 this, well, there's certain things we can do, but
18 there's a lot of things we can't do. So that's
19 basically it.

20 So with that being the case, I thank you
21 for your answer, and luckily we have it on the
22 record because we'll probably refer to this
23 discussion as we move into the spring, with that
24 being the case.

25 So with that being the case, I see

1 Commissioner Bernes will second the motion to
2 accept the Finance Committee Report, and it will
3 be seconded by Commissioner Mony Var. And with
4 that being the case, the Clerk will call the
5 roll.

6 MR. GARVEY: Commissioner Bernes?

7 MS. BERNES: Yes.

8 MR. GARVEY: Commissioner Marr? Vice Chair
9 McMahan?

10 MR. MCMAHON: Yes.

11 MR. GARVEY: Chairman Shea?

12 MR. SHEA: Yes.

13 MR. GARVEY: Commissioner Var?

14 MR. VAR: Yes.

15 MR. GARVEY: Four yeas. The report is
16 accepted.

17 MR. SHEA: The next item is Item No. 7, the
18 Report of the Executive Director, and with that I
19 turn to Adam Garvey.

20 MR. GARVEY: Thank you. I have two items to
21 update the Board on tonight, and I'm very excited
22 to introduce some of our new hires and recently
23 promoted employees to the Board that are with us
24 today.

25 First off, the Lowell Housing Authority

1 is organizing a COVID 19 booster clinic next
2 Thursday at the Senior Center in the City of
3 Lowell. So today communications began going out
4 to all of our residents with instructions on who
5 to contact, and we have our resident service
6 staff standing by to help them through any
7 preregistration process, and we're excited to
8 bring some more safety to our developments.

9 The second item is our holiday schedule
10 that's coming up. So this year, both the
11 Christmas Day and New Year's Day fall on a
12 Saturday. So with those holidays falling on a
13 Saturday, our personnel policy dictates that our
14 employees will be off on the preceding Friday.
15 But like always, we are closed on that Friday.
16 We do have a skeleton maintenance crew on, and
17 our night crew stays on to assist with any
18 emergencies or resident needs while the offices
19 are closed.

20 And our last item, and I'm excited to
21 introduce our staff members and recently promoted
22 employees, and I've asked them to join us here
23 tonight so the Board can see them and put a face
24 with the name, but our first two recently
25 promoted staff members are assistant property

1 managers, Virak Vong and Rosa Gill. And Virak
2 and Rosa have been with the Authority for some
3 time, and we went out for one position, but they
4 both interviewed so well that we petitioned the
5 Board to hire two, and we promoted two. So
6 congratulations again.

7 We've also gone out to request of the
8 Finance Subcommittee and the Board of Directors
9 to hire an additional electrical apprentice. So
10 I'll introduce Tyler Jezak. And Tyler, a
11 graduate of Greater Lowell Technical School and
12 has over five years of actual field experience.
13 So we will put Tyler to work.

14 Another new housing technician that
15 we've recently hired is Po Olney. Po has
16 actually replaced Rosa Gill in her position
17 working in our Admissions Department. Po brings
18 with her decades of public housing experience,
19 low income housing, tax credit property
20 experience, and multifamily property experience.
21 So we're excited to have Po on board.

22 We've also recently hired an HR
23 generalist position, and that's filled now by
24 Ms. Donna Toohey. And then Donna brings a great
25 wealth of experience in HR and we're excited to

1 have her aboard helping out Sherry and myself and
2 Dr. Wallace and Andrew with some staffing issues,
3 recruiting, and compliance improvements.

4 We've also hired a health and wellness
5 Paula Gouveia. Paula couldn't be with us
6 tonight, but Paula is working with Gary and I.
7 She comes with a clinical background. She's a
8 registered nurse, and Paula right now is working
9 on a survey of all of our residents to find out
10 what their needs are. So she can help us in
11 coordinating programs and bringing more services
12 aboard for our residents.

13 And lastly, so we can move on, and we'll
14 embarrass her when she comes in and give her a
15 round of applause, but Chairman Shea mentioned in
16 the Finance Subcommittee Report that based on
17 several favorable reviews and requests from our
18 Chief Admissions Officer, Tha Chhan and support
19 of the Finance Subcommittee, we offered a
20 full-time position to Ms. Marianliz
21 Ruiz-Quintero, who was recently promoted to a
22 permanent position, and will work with Tha as a
23 housing technician. So we're very excited to
24 have Marianliz aboard permanently.

25 And that's my report for the Chair.

1 MR. SHEA: Thank you for that. Did you, by
2 chance, want to state for the record about
3 Eunice?

4 MR. GARVEY: Yes. Actually, Ms. Eunice
5 Ziegler was our resident program coordinator, and
6 left the agency in early November. She has other
7 political aspirations in which our personnel
8 policy did not really allow her to stay on here,
9 but Eunice will be missed. She was an excellent
10 employee, excellent with our residents and other
11 staff members, and we wish her the best of luck.

12 MR. SHEA: I'm glad to put that into the
13 record because she was a valuable asset and for
14 some reason or other gave up that wonderful job.
15 She had to run for the state senate. Why anybody
16 would want to be a state senator today is beyond
17 me; 100 years ago it was a nice arena, but today,
18 my God Almighty. But she will be absolutely
19 really dearly missed. Of course, the Board of
20 Commissioners want to go on record to extend to
21 her our best wishes to her in her political
22 journey as well as her professional journey. She
23 was really an asset to our community, and if ever
24 there was a person that everyone liked, that was
25 her. And so I just wanted that to be part of the

1 minutes of the meeting tonight. I thought that
2 was appropriate. That's why I appreciate you
3 bringing that forward.

4 So with that being the case, Item No. 7
5 is the Report of the Executive Director, which we
6 thank you for that. Are there any questions?
7 Seeing none, Vice Chairperson McMahan offered a
8 motion to accept, seconded by Commissioner Joanie
9 Bernes, to accept the Report of the Executive
10 Director. With that being the case, the Clerk
11 will call the roll.

12 MR. GARVEY: Commissioner Bernes?

13 MS. BERNES: Yes.

14 MR. GARVEY: Commissioner Marr? Vice Chair
15 McMahan?

16 MR. MCMAHON: Yes.

17 MR. GARVEY: Chairman Shea?

18 MR. SHEA: Yes.

19 MR. GARVEY: Commissioner Var?

20 MR. VAR: Yes.

21 MR. GARVEY: Four yeas. Report is accepted.

22 MR. SHEA: Thank you. The next item on the
23 agenda is Item No. 7.1.1, motion to approve a
24 contract award for kitchen and bath modernization
25 to architect and engineering services to -- thank

1 you. I see it now. Winslow Architects, 89
2 Massachusetts Avenue, Arlington, Massachusetts.
3 So with that being the case, rather than getting
4 into all of the details on it, I will ask for our
5 chief procurement officer to give us her point of
6 view, and I do see two capital asset managers are
7 here with us tonight, Jonathan and Laura.
8 They're here also in case any of the
9 Commissioners want to ask questions to the two
10 capital asset managers, but I look forward to
11 hearing what Rita has to say with respect to
12 the -- I know there were eight bids. So it's
13 interesting to see that we had so many bids, and
14 now we look forward hear your report,
15 Ms. Brousseau. Thank you.

16 MS. BROUSSEAU: Good evening. What you have
17 before you this evening is a request to award
18 four separate contracts. What we did was I put
19 out to bid a request for qualifications, which
20 allows designers interested in bidding with the
21 Lowell Housing Authority for design services for
22 kitchen and bath remodels as they come up.

23 In the five-year capital plan, there are
24 quite a few that are scheduled, and rather than
25 going out to bid every single time we want to

1 undertake a project, we'd rather go out and bid
2 for these services once, allow four contractors
3 to contract with, and use them on a rotating
4 basis so that we can simultaneously do projects.

5 So what we're asking is for the approval
6 of the award to four separate contracts: One
7 being TBA Architects of Concord, Massachusetts,
8 who ranked highest; to Winslow Architects of
9 Arlington, Massachusetts, who ranked second; to
10 Next Phase Studios of Boston, Mass., who ranked
11 third; and then fourthly is B. Goba & Associates
12 of Medford, Massachusetts.

13 MR. SHEA: Any questions by any of the
14 Commissioners?

15 MR. MCMAHON: I think it's a great idea
16 because it's going to save the Authority a bit of
17 money advertising every time we go for new
18 kitchens and bathrooms all over. It's a great,
19 great thing you've done, and you did a lot of
20 effort, whoever participated.

21 MR. SHEA: Thank you, Vice Chairperson
22 McMahon. Rita, with respect to the information
23 that you gathered, you apparently have put TBA in
24 the first slot, and that's who you recommend to
25 give the contract to?

1 MS. BROUSSEAU: It was actually a committee
2 of three people who reviewed all of the
3 qualifications and ranked them according to the
4 criteria that we had set in the bid documents.

5 MR. SHEA: The money to pay for this comes
6 out of the capital budget?

7 MS. BROUSSEAU: Yes.

8 MR. SHEA: So is it clear to me that whoever
9 TBA is, they're out of Concord, are they?

10 MS. BROUSSEAU: Concord, Massachusetts,
11 correct?

12 MR. SHEA: Is that who will be doing the
13 work?

14 MR. GARVEY: Chair, this motion is to
15 actually to enter into a contract with four
16 design firms, similar to what we did a while ago
17 with our elevator house doctor design contract.
18 So it gives our capital department the ability to
19 engage one of these four design firms without
20 wasting time on a public procurement process.

21 MR. SHEA: So basically it's just basically
22 the same thing with what we had done with respect
23 to the elevators a few months back.

24 MR. GARVEY: The bullpen.

25 MR. SHEA: I'm all for moving forward, like

1 Bobby said and like Commissioner McMahon says,
2 let's just move forward, but it seems as though
3 everyone is in agreement with respect to this. I
4 see Laura shaking her head and I see Jonathan
5 shaking his head.

6 MR. GARVEY: Yes.

7 MR. SHEA: So just steer me in the right
8 direction. It's the Board's responsibility to
9 accept the report, which will indicate that these
10 top four are the people that we'll be looking
11 forward to in the future?

12 MR. GARVEY: Yes. You're going to approve
13 them into contract.

14 MR. SHEA: We've done this a little
15 differently recently compared to two and a half
16 years ago, but, okay, because at least you've got
17 somebody ready to do the job, and that's a lot
18 better than having one person not ready to do the
19 job and then we're cooked, and like Bobby said,
20 it's time to get on with this stuff. So I think
21 at this point Laura's shaking her head and
22 Jonathan is shaking his head and Rita is shaking
23 her head and everyone is shaking their head, it's
24 time to move on.

25 So with that being the case, I don't see

1 any commissioner having any other concern. Once
2 again, Rita, thanks very much for your report,
3 and Jonathan and Laura, thank you for your input
4 into this decision, and so it's up to the Board
5 now to accept Item No. 7.1.1.

6 With that being the case, Vice
7 Chairperson McMahon makes the motion to accept
8 it. Seconded by Commissioner Mony Var. With
9 that being the case, there's a motion before us,
10 and the Clerk will call the roll.

11 MR. GARVEY: Commissioner Bernes?

12 MS. BERNES: Yes.

13 MR. GARVEY: Commissioner Marr? Vice Chair
14 McMahon?

15 MR. MCMAHON: Yes.

16 MR. GARVEY: Chairman Shea?

17 MR. SHEA: Yes.

18 MR. GARVEY: Commissioner Var?

19 MR. VAR: Yes.

20 MR. GARVEY: Four yeas. Motion carries.

21 Thank you.

22 MR. SHEA: The next item on the agenda is
23 Item No. 8, Old Business. We don't see any old
24 business. We'll just move on to Item No. 9.
25 Item No. 9 is New Business, 9(a) Motions of the

1 Board Members. Seeing none, just move on to Item
2 No. 9(b). It's the New Business by the Executive
3 Direct Announcements.

4 MR. GARVEY: I have none.

5 MR. SHEA: Item No. 9(b) we'll just move on.
6 And now before us is the Motion to Adjourn, and
7 as Chairperson of the Board of Commissioners, I
8 want to just say that we will adjourn. The next
9 meeting will be held on Wednesday, January 12th
10 in 2022. On behalf of the Board of
11 Commissioners, I want to wish everyone a Merry
12 Christmas and Happy New Year, and I guess I can
13 say closing off, we'll see you next year.

14 Thank you very much for attending the
15 meeting and good night to everyone. With that
16 being the case, the Clerk will call the roll to
17 adjourn. Motion by Vice Chairperson McMahan.
18 Seconded by Commissioner Bernes to adjourn. Call
19 the roll.

20 MR. GARVEY: Commissioner Bernes?

21 MS. BERNES: Yes.

22 MR. GARVEY: Commissioner Marr? Vice Chair
23 McMahan?

24 MR. MCMAHON: Yes.

25 MR. GARVEY: Chairman Shea?

1 MR. SHEA: Yes.

2 MR. GARVEY: Commissioner Var?

3 MR. VAR: Yes.

4 MR. GARVEY: Four yeas. Report accepted.

5 MR. SHEA: We're adjourned. Thank you.

6 (WHEREUPON, the meeting was adjourned at

7 5:48 p.m.)

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25