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LOWELL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MARCH 1, 2023

Mercier House  
21 Salem Street  
Lowell, Massachusetts

--- Reported by Jacqueline P. Travis ---

1 Board of Commissioners:

2 Philip L. Shea, Chairman

3 Joanie L. Bernes, Commissioner

4 Mony Var, Commissioner

5 Matt Marr, Commissioner

6 Rodney Elliott, Commissioner

7

8 Lowell Housing Committee:

9 Tha Chhan, Executive Director

10 Sherry Giblin, Chief Financial Officer

11 Brian Akashian, General Counsel

12

13 Presentations by:

14 Brian Akashian

15 Jonathan Goldfield

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Mr. Shea: Okay, I want to welcome everyone to the Lowell Housing Authority Board of Commissioners meeting on, as you know, on March 1st, here at the Mercier Center. I welcome everybody here. And I guess we start off by having the clerk, who's our executive director, Tha Chhan call the roll, please.

Mr. Chhan: Chairman Shea.

Mr. Shea: Here.

Mr. Chhan: Vice Chairman Var.

Mr. Var: Yes.

Mr. Chhan: Commissioner Bernes.

Ms. Bernes: Here.

Mr. Chhan: Commissioner Elliott.

Commissioner Elliott?

Commissioner Marr.

Mr. Marr: Here.

Mr. Chhan: Four yeas.

Mr. Shea: The first item on the agenda, but prior to announcing the first item on the agenda, let me announce that we have present sitting in as the -- sitting in for his law associate Attorney Kevin Murphy, as you all know is the Lowell Housing

1 Authority general counsel. May I introduce, for the  
2 record, Attorney Brian Akashian, who is a law  
3 associate of Mr. Murphy, and he's sitting in tonight  
4 to answer any questions that any member of the Board  
5 of Commissioners may have pertaining to his area of  
6 expertise.

7 So with that we welcome Attorney Akashian.

8 Mr. Akashian: Thanks for having me.

9 Mr. Shea: The first item on the agenda, and  
10 this is an item for action. The first item on the  
11 agenda is the approval of the minutes of  
12 February 8th, 2023. And with that being the case,  
13 there's no question on the minutes that were  
14 presented to us, I will ask the clerk to call the  
15 roll for approval.

16 Mr. Chhan: Thank you.

17 Chairman Shea.

18 Mr. Shea: Yes.

19 Mr. Chhan: Vice Chairman Var.

20 Mr. Var: Yes.

21 Mr. Chhan: Commissioner Bernes.

22 Ms. Bernes: Yes.

23 Mr. Chhan: Commissioner Elliott.

24 Commissioner Marr.

1 Mr. Marr: Yes.

2 Mr. Chhan: Four yeas.

3 Mr. Shea: The next item on the agenda is  
4 Item Number 3, the resident organization. Do we have  
5 anything under that heading?

6 Mr. Chhan: We do not have any resident  
7 organization.

8 Mr. Shea: So we'll move off Item Number 3.

9 The next item we have is the finance and  
10 audit report, which is submitted to us by our chief  
11 financial officer, Mrs. Sherry Giblin. And with that  
12 being the case I will introduce, for the record, our  
13 chief financial officer, Mrs. Giblin.

14 Ms. Giblin: Thank you, Mr. Chairman.

15 The Authority's operating statements for the  
16 period ending January 23rd, 2023, were provided to  
17 the Board for their review. As we move into the  
18 second quarter of the fiscal year '23 we are  
19 beginning to see operating gains significantly  
20 decrease. Our federal portfolios saw a decrease in  
21 operating gains of 188,000 in January. This is due  
22 mainly to the flood at City View Towers, as well as  
23 the elevator outages we have at South Common Village.  
24 These two issues, coupled with the high rate of

1 vacancy is having a major impact on the financials  
2 through January. Rent and subsidiary estimates  
3 across all four AMPs are within budget tolerance. As  
4 anticipated, January proration has decreased from  
5 105 percent to 59 percent, or in real dollars,  
6 129,000. We are in the process of calculating  
7 calendar year 2023 operating fund subsidiary  
8 eligibility and will update the Board in April.

9 Expenses across three of the four federal  
10 AMPs are within budget tolerance through January. As  
11 a result of the flood that occurred we are seeing  
12 budget overruns in AMP 4. AMP 4 admin expenses are  
13 over budget due to tenant stipends and hotel costs.  
14 Maintenance labor is also over budget due to overtime  
15 required during the flood emergency.

16 Utilities remain under budget through  
17 January pending water and sewer bills. Insurance and  
18 benefits are over budget in AMPs 1, 2 and 4 due to  
19 forced account labor benefits.

20 Our general expense category is also under  
21 budget across all AMPs due to collection loss  
22 deferrals until year end.

23 HUD has released the capital funds  
24 processing guidance for 2023. Lowell Housing

1 Authority will receive 6.2 million in funding. This  
2 is an increase of \$100,000 from our 2022 capital  
3 fund.

4 Our capital asset team will be working on  
5 preparing the five-year capital budget that will be  
6 presented to the Board for their approval.

7 At this time I open it up to any questions  
8 from the Board.

9 Mr. Shea: Okay. Any question pertaining to  
10 Mrs. Giblin's report?

11 I just have a question, for the record.

12 Ms. Giblin: Sure.

13 Mr. Shea: Tell me, for the record, because  
14 I think I know the answer, would you just tell us a  
15 little bit about capital -- reserves in the general  
16 account?

17 Ms. Giblin: Our reserves?

18 Mr. Shea: Correct.

19 Ms. Giblin: Our reserves -- so without the  
20 effects of our pension and OPEC, which are not cash,  
21 our reserves are still positive across all our  
22 federal AMPs at this time.

23 Mr. Shea: And -- okay. It's funny, I just  
24 wanted that on the record because I think that's kind

1 of crucial as we go along in the year with respect  
2 to --

3 Ms. Giblin: Absolutely.

4 Mr. Shea: -- things that are coming up and  
5 everything.

6 Ms. Giblin: Yes.

7 Mr. Shea: And so I kind of think that's --  
8 I'd like the record also to show that Commissioner  
9 Elliott is now present, for the record.

10 Any questions pertaining to the financial report by  
11 the chief financial officer? Hearing none, there's a  
12 motion by Commissioner Marr, seconded by Commissioner  
13 Bernes to accept the report. The clerk will call the  
14 roll.

15 Mr. Chhan: Chairman Shea.

16 Mr. Shea: Yes.

17 Mr. Chhan: Vice Chairman Var.

18 Mr. Var: Yes.

19 Mr. Chhan: Commissioner Bernes.

20 Ms. Bernes: Yes.

21 Mr. Chhan: Commissioner Elliott.

22 Mr. Elliott: Yes.

23 Mr. Chhan: Commissioner Marr.

24 Mr. Marr: Yes.

1 Mr. Chhan: Five yeas.

2 Mr. Shea: Thank you.

3 Next item on the agenda is the election --  
4 as everyone knows, this is the annual meeting. This  
5 is the first meeting of the new fiscal year, and  
6 every year we elect a chairman, we elect a vice  
7 chairman who then proceeds to carry on with their  
8 functions under the -- under the bylaws of the  
9 authority. So with that being the case, the election  
10 of the chairman, I will ask each member to indicate  
11 who they would like to see as the chairman. And with  
12 that being the case, indicate by name the election of  
13 the person for chairman, and we can then go to vice  
14 chairman, and the clerk will call the roll. Even  
15 better, you can call the roll and we make that.

16 Mr. Chhan: Chairman Shea.

17 Mr. Shea: I support Philip Shea.

18 Mr. Chhan: Vice Chairman Var.

19 Mr. Var: Shea.

20 Mr. Chhan: Commissioner Bernes.

21 Ms. Bernes: Phil Shea.

22 Mr. Chhan: Commissioner Elliott.

23 Mr. Elliott: Phil Shea.

24 Mr. Chhan: Commissioner Marr.

1 Mr. Marr: Phil Shea.

2 Mr. Chhan: Five.

3 Mr. Shea: Thank you.

4 The next item on the agenda is Item  
5 Number 6, election of vice chairman, and we'll repeat  
6 the same process we used for the three years I've  
7 been here. And the clerk will call the roll.

8 Mr. Chhan: Chairman Shea.

9 Mr. Shea: Money Var.

10 Mr. Chhan: Vice Chairman Var.

11 Mr. Var: Mony Var.

12 Mr. Chhan: Commissioner Bernes.

13 Ms. Bernes: Mony Var.

14 Mr. Chhan: Commissioner Elliott.

15 Mr. Elliott: Mony Var.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Mony Var.

18 Mr. Chhan: Five yeas.

19 Mr. Shea: Next item on the agenda is Item  
20 Number 7, report of the chairperson.

21 Prior to the other day I probably didn't have  
22 anything to say with respect to this item, but after  
23 -- at that meeting that we had the other day with the  
24 United Kingdom Workforce I want to say, for the

1 record, that it was a pleasure to be here. We were  
2 all notified on short notice, and we had five members  
3 of parliament sit here in the room to discuss with us  
4 our workforce program. The meeting took place for  
5 two hours. If members of this Board could hear the  
6 back and forth between the head of our JobsPLUS  
7 program, Katie Sadlier, our director, Tha Chhan, and  
8 our vice -- and our financial -- chief financial  
9 officer, Sherry Giblin, if you could hear the back  
10 and forth for two hours, you'd be so proud of the --  
11 of the effort that our three leaders gave to the  
12 members of Parliament.

13 On very short notice they explained the  
14 JobsPLUS program, and I just spoke to Katie Sadlier  
15 earlier, when I told her that in the meeting how  
16 splendid she was in her presentation. And I  
17 congratulated her that day, and I congratulated her  
18 again today. And I also told her that the JobsPLUS  
19 program is so complicated, you may remember, if you  
20 go back to the minutes of the meeting a year or so  
21 ago, I didn't even know -- I asked the question  
22 JobsPLUS, where is it? Who is it? Maybe it was a  
23 year and a half or so ago. And because they were  
24 just starting up. And that was explained. But I can

1 state and I can speak that her presentation was  
2 stunning. And I learned an awful lot myself,  
3 listening to the dialogue between Tha and the chair,  
4 the chairperson who's name is Sir Stephen Timms. And  
5 that was interesting, talking to the Brits. Because,  
6 you know, sometimes you may have trouble  
7 understanding what I'm saying, but I can tell you, I  
8 had trouble understanding what they were saying.  
9 Because they had this accent. And they were so  
10 pleased. And I talked to the young man from -- I  
11 said jeez, how's everything in London? He said I  
12 represent Glasgow, Scotland. It was just a great  
13 presentation of this award.

14           And for people that don't know JobsPLUS, you  
15 have to understand that the application expired with  
16 the federal government years ago. It was an  
17 application that was described by -- described to me  
18 as very complicated, complex. Very difficult to  
19 read, nevermind understand. Nevermind to sit down  
20 and to fill out this application to HUD. And we have  
21 a person on our staff by the name of Katie Sadlier  
22 that did it. And she filed the application and I  
23 think we were like one of six in the country that  
24 were awarded \$2.3 million to work with our residents

1 in the North Common Village project. Which is, as  
2 you all know, is 523 units.

3 So I just think, for the record, and that's  
4 all it is, it's just for the record to -- you know,  
5 history will show that, how well Tha Chhan, how well  
6 Sherry Giblin and how well Sadlier, Katie Sadlier,  
7 how well they represented the Lowell Housing  
8 Authority to this delegation from the British  
9 Parliament.

10 And so I just thought it would great to do  
11 -- and I see Katie here, thank you for coming. We do  
12 appreciate it. But that was basically it. And Tha,  
13 I think he just became director on the 17th of  
14 February, and you didn't know a few days later you  
15 would be dealing with the British Parliament. Maybe  
16 we ought to have them up here more often to help  
17 straighten out some of the politics.

18 So anyway, I just wanted to indicate that  
19 for the record. And I also wanted to bring to the  
20 attention of our chief financial officer -- I think  
21 we do that later -- with respect to this -- the  
22 information you gave us pertaining to the other  
23 subject matter. But anyhow, so I think that I wanted  
24 to indicate to that.

1           Also, I guess I would be remiss if I did not  
2 indicate, for the record, my thanks to my fellow  
3 Commissioners for electing me as chairman for the  
4 next fiscal year. I do appreciate their vote. I  
5 look forward to working with them with respect to  
6 items before the Lowell Housing Authority. And it's  
7 a pleasure to be the chairman. And Tha Chhan, the  
8 first official meeting as the director.

9           So I guess that is probably the report of  
10 the chairman. And with that being the case,  
11 Commissioner Mony Var, seconded by Commissioner  
12 Joanie Bernes makes a motion to accept the report of  
13 the chairman. And with that being the case, I will  
14 ask the director to call the roll.

15           Mr. Chhan: Chairman Shea.

16           Mr. Shea: Yes.

17           Mr. Chhan: Vice Chairman Var.

18           Mr. Var: Yes.

19           Mr. Chhan: Commissioner Bernes.

20           Ms. Bernes: Yes.

21           Mr. Chhan: Commissioner Elliott.

22           Mr. Elliott: Yes.

23           Mr. Chhan: Commissioner Marr.

24           Mr. Marr: Yes.

1           Mr. Chhan: Five yeas. Motion carried.

2           Mr. Shea: The next item is Item Number 8,  
3 the report of the general counsel. We have standing  
4 in for our general counsel his law associate, as I  
5 indicated on the record earlier, Brian Akashian. Is  
6 there anything that our general counsel wants to  
7 bring to our attention tonight?

8           Mr. Akashian: Mr. Chairman, Commissioners,  
9 Attorney Brian Akashian from the Law Office of Kevin  
10 J. Murphy. There's no pending significant litigation  
11 against the Lowell Housing Authority. The general  
12 counsel's office is handling in housing court every  
13 day collection of nonpayment with the tenants.

14           Additionally, the cases that seem to be  
15 getting -- that take a lot of time are dealing with  
16 tenants, that their behavior are affecting the  
17 health, safety and welfare of the other Lowell  
18 Housing Authority residents, and we're spending a lot  
19 of time on those cases and doing our best not only to  
20 help out the individual that's causing the  
21 disturbances, but also helping all of the other  
22 residents. And those cases do take a lot of time.

23           But the office -- as someone who deals with  
24 the housing managers every day, they do a fantastic

1 job and it's a pleasure working with them each and  
2 every day.

3 Mr. Shea: Thank you. Thank you for those  
4 comments.

5 Also at this time I'd like to -- before we  
6 take a motion -- I guess we can have a motion to  
7 accept the report of the general counsel. The motion  
8 by Commissioner Joanie Bernes, seconded by  
9 Commissioner Matt Marr. And with that being the  
10 case, the clerk will call the roll.

11 Mr. Chhan: Chairman Shea.

12 Mr. Shea: Yes.

13 Mr. Chhan: Vice Chairman Var.

14 Mr. Var: Yes.

15 Mr. Chhan: Commissioner Bernes.

16 Ms. Bernes: Yes.

17 Mr. Chhan: Commissioner Elliott.

18 Mr. Elliott: Yes.

19 Mr. Chhan: Commissioner Marr.

20 Mr. Marr: Yes.

21 Mr. Chhan: Five yeas. Motion carried.

22 Mr. Shea: Also at this time I'd like to  
23 just, for the record, indicate that I see -- I see an  
24 old combat veteran here, former employee of the

1 Housing Authority for over 30 years. If I'm not  
2 mistaken, he was the lead force to create the housing  
3 over on Bower Street. I notice Bill Flanagan is  
4 here. I want to recognize you, Bill. It's nice to  
5 see you come to a meeting. You worked for the  
6 Housing Authority for some 30 plus years. But most  
7 prominently I met Bill in 1956 when we were both down  
8 at Lowell High School, classmates in the class of  
9 1959. There were 640 graduates that year. I think  
10 Bill has the countdown, there's only 200 left.

11 I want to welcome to you to the Armand  
12 Mercier room, and it's funny because it was Armand  
13 Mercier that pushed Peabody Construction into  
14 building that facility over there on Bower Street.  
15 Right across the street there's a former mayor that  
16 lived there.

17 Mr. Flanagan: That's when we had more hair  
18 on our head.

19 Mr. Shea: Right. Let's say, from my point  
20 of view, he was a legend in the city.

21 Mr. Flanagan: Thank you. Thank you very  
22 much.

23 (Applause.)

24 Mr. Shea: So with that being the case, with

1 that being the case we now move on to Item Number 9,  
2 the report of the executive director. With that, Mr.  
3 Tha Chhan, please.

4 Mr. Chhan: Thank you, Mr. Chairman. I have  
5 two separate reports. They'll be brief.

6 The first report is with regard to the  
7 elevator that we had discussed from the previous  
8 meeting on February 17th. The Authority was working  
9 on several elevators that was down, and I'm happy to  
10 report that the elevator on 125 Gorham Street is back  
11 up and running on February 23rd. That was four, five  
12 days after the meeting.

13 And 735 Broadway Street was also back up and  
14 running on February 27th. And thanks to the  
15 management facility team, and also Jonathan  
16 Goldfield, and also Commissioner Elliott for getting  
17 involved and making this happen.

18 And I also wanted to inform the Board that  
19 the Housing Authority have the invitation for bid, as  
20 we are seeking contractor for the -- for our elevator  
21 services. The deadline for the application  
22 submission is March 31st, 2023. A contract  
23 recommendation will be presented to the Board at the  
24 next Board meeting to have a contractor for elevator

1 maintenance move forward in the future.

2 My second report is about our annual report.  
3 What I'd like to -- I'd like to highlight a few items  
4 in that report, or may not be included in the report.

5 The first item is affordable housing  
6 development. As you are aware, the Hadley House  
7 that's sitting on Broadway Street is owned by the  
8 RENU, but the house itself sitting on the land is  
9 owned by Mass Environmental -- Massachusetts  
10 Department of Environmental Management. And the  
11 legislation has been approved and has allowed to  
12 transfer the land under the Lowell Housing Authority.

13 However, in order to do, that cannot happen  
14 until we conduct an environmental review. We have  
15 engaged the engineering firm that's doing the  
16 environmental review and we should get the final  
17 report by the end of this month. So that's the first  
18 thing.

19 With regard to the other project under RENU, this is  
20 the Merrimack Street corridor, we are engaging with  
21 the -- we are engaging with our consultant to start  
22 the process drafting the development plan. And the  
23 goal is to develop a mix use, between 40 to 50 unit  
24 when it's time to do.

1           The second report that I have is in that  
2 item is leased housing program. The Housing  
3 Authority put out the request for proposal for 16  
4 project-based units, and the deadline for the  
5 application submission is February -- March 23rd.  
6 The committee will be formed to review this  
7 application, and project selection and recommendation  
8 will be presented to the Board possibly at the next  
9 Board meeting or the following one.

10 Also with leased housing program, the Authority is  
11 also working in collaboration with Alternative House  
12 in partnership with the Mass government of state,  
13 DOC, to apply for the stability voucher. And we will  
14 inform the Board of the progress when we receive more  
15 information from HUD. And these are the report that  
16 I wish to highlight and that's all I have to report.  
17 Welcome any questions at this point. Thank you.

18           Mr. Shea: Thank you very much, Tha, for  
19 that presentation. Any questions by any member of  
20 the Board? Anything dealing with any -- Commissioner  
21 Elliott.

22           Mr. Elliott: Thank you, Mr. Chair.

23           Mr. Director, just on the Merrimack Street  
24 corridor, the RENU project, you talked about 40 or

1 50 units of mixed use. Can you describe that a  
2 little bit more and what is it -- do you have any  
3 time frame of working with the consultant to come up  
4 with some conceptualization for that?

5 I think this is good news. I think it's  
6 important that we move forward. And can you also  
7 tell me, maybe not now, how much funding is in the  
8 RENU account if you will, or with that organization  
9 to contribute to this project?

10 Mr. Chhan: At this point it's -- I do not  
11 have the exact timeline; however, the first meeting  
12 we met was on the 16th. It was two weeks ago with  
13 the consultant. This is the first time. And we  
14 start everything all over again.

15 The goal is to have our consultant go  
16 through a concept plan and present us. But there's a  
17 strong possibility that we may want to look at -- two  
18 separate items. One would be the commercial space.  
19 Not big, just a small commercial space on the first  
20 floor, so that it would meet the criteria of our TDR,  
21 conform with the development initiative. That would  
22 allow us to apply for special permit.

23 And the other thing is we also fall into --  
24 fall in the subdistrict that the city has for mid

1 size development. So the reason that I say that we  
2 would be able to build between 40 to 50, because we  
3 are falling within that category. There's a  
4 possibility that we can go up to four -- fifth  
5 floor -- to five floor.

6 Now as far as funding, based on our  
7 projection at this point, we still have one more  
8 building to sell, which is on Westford Street. After  
9 that is sold we project to have about 6.7 mil left.

10 In order to move the project forward we're  
11 going to have to look into private funding and  
12 combined with our public funding. But in order to do  
13 that you have to come up with at least a  
14 conceptualized development plan.

15 Mr. Elliott: Mr. Director, I'm delighted  
16 we're moving forward on this. Particularly at a time  
17 where we all know that housing is at an all time  
18 high.

19 So the 6.7 million, is that the proceeds  
20 from -- is it 84 -- is it 84 units?

21 Mr. Marr: 85.

22 Mr. Elliott: 85 units. So none of that  
23 money has been sold -- it's never been used. Every  
24 property that's been sold, it goes right into this

1 particular reserve fund, if you will, specifically  
2 for this property.

3 Ms. Giblin: Yeah, so any time we sold a  
4 property, there's a special account set up to put the  
5 proceeds in. All of the proceeds have sat in that  
6 account. In order to use any of those proceeds we  
7 have to submit a request to HUD, a detailed request  
8 telling them what we want to use the funds for.

9 So we have used to date approximately 3  
10 million of what we had. That's why -- so originally  
11 the sales prices, they were about 9 million. So now,  
12 like Tha said, we're down to about 6.7. So a little  
13 under 3 million we've used. And that was to purchase  
14 plots of land along the Merrimack Street corridor.

15 Mr. Elliott: Okay. That's good to know.

16 Do we anticipate any state funding coming  
17 for this development project or is that still an  
18 unknown at this point?

19 Mr. Chhan: It's still unknown. Exploring  
20 the possibility and we're also looking at consulting  
21 with other housing authority that's doing exactly the  
22 same thing.

23 So we look at housing -- Boston Housing  
24 Authority, they're in the process of doing a similar

1 thing. And they have private, they have public  
2 funding combined together. And the best of my  
3 recollection is that Boston Housing doing  
4 approximately 27 percent into the budget for -- the  
5 whole funding for the construction. And private  
6 about 33 percent.

7 Where we go from here, we're going to have  
8 to talk to our consultant. So at the next meeting,  
9 as soon as they -- we will meet again, we going to  
10 kick-start this move forward.

11 Mr. Elliott: I like that. Thank you for  
12 answering that question. For sure a lot of the  
13 questions that I'm asking will be more readily  
14 available when the consultant, the project moves  
15 forward.

16 I think it's exciting news. As you  
17 mentioned, we're kick-starting this thing again to  
18 put much needed housing, and to use the funding that  
19 this was meant to be set aside for.

20 So thank you, Mr. Chair.

21 Mr. Shea: The chair like to recognize  
22 Commissioner Marr.

23 Speak into the mic, Matt.

24 Mr. Marr: Have you thought about talking to

1 the Housing Investment Trust to building trades, the  
2 union building trades?

3 Mr. Chhan: That's something that --

4 Mr. Marr: They've had -- I believe it was  
5 -- could've been the Haverhill Housing Authority or  
6 Lawrence, they've helped fund projects like this.  
7 Only stipulation is you have to have a memorandum of  
8 understanding you'll use union labor throughout the  
9 project. So it's something to think about. You can  
10 get funding from the Housing Investment Trust. And  
11 we can talk about this later. I can give you a  
12 number after this meeting for that.

13 Mr. Chhan: Thank you. That will be great.

14 Mr. Shea: Thank you, Commissioner Marr.

15 Any other questions to the executive  
16 director pertaining to his report under Item  
17 Number 9?

18 Hearing none, Commissioner Joanie Bernes  
19 makes a motion to accept your report, and seconded by  
20 Commissioner Elliott. The clerk will call the roll.

21 Mr. Chhan: Chairman Shea.

22 Mr. Shea: Yes.

23 Mr. Chhan: Vice Chairman Mony Var.

24 Mr. Var: Yes.

1 Mr. Chhan: Commissioner Bernes.

2 Ms. Bernes: Yes.

3 Mr. Chhan: Commissioner Elliott.

4 Mr. Elliott: Yes.

5 Mr. Chhan: Commissioner Marr.

6 Mr. Marr: Yes.

7 Mr. Chhan: Five yeas.

8 Mr. Shea: Next time on the agenda is Item  
9 Number 9.1.1. I understand that you were going to  
10 hold that motion.

11 Mr. Chhan: I'm sorry. I have consulted  
12 with general counsel for Item 9.1.1, and is that what  
13 you're --

14 Mr. Akashian: Just take no action on that.

15 Mr. Shea: No action on Item 9.1.1.

16 Next is Item 9.1.2, and that's a motion to  
17 approve the awarded recommendation for -- I have the  
18 227 Gorham Street elevator replacement to New England  
19 Builders Contractors in Methuen, Massachusetts in the  
20 amount of \$85,372. And I see Jonathan is here as  
21 well. So I will ask for either the director or  
22 Jonathan to tell us a little bit about this process.  
23 I notice the bids were very close. I don't know any  
24 of the companies, but can you just help us out a

1 little bit and identify who this company is and also,  
2 I'm also -- I'll save my comments. Jonathan.

3 Mr. Goldfield: Jonathan Goldfield, capital  
4 asset manager. Thank you, Mr. Chairman.

5 So this is the third elevator at South  
6 Common Village that we are replacing. The first one  
7 is 43 Summer, then 50 Summer Street. The two  
8 elevators there actually are about to be replaced,  
9 but 227 Gorham Avenue, the bid was finalized with the  
10 subcontractors, if you will. That was the last piece  
11 of it.

12 So this is the elevator that went down due  
13 to catastrophic failure of the drive sheave and the  
14 pulleys that drive the elevator, the cables that  
15 snapped. So it's been sitting in limbo and  
16 Mr. Mercier's already relocated many of the residents  
17 of that building. So that elevator has been out of  
18 operation. And now that we're able to, with your  
19 approval, award this contract to the procurement  
20 department. And I would say any questions about the  
21 procurement process I would address to Rita  
22 Brousseau, our procurement officer.

23 I'll be managing the contractors. She puts  
24 the contract in place, the executive director signs

1 it, I'll issue a notice of receive, we'll have a  
2 kickoff meeting and start the process of ordering  
3 materials, approving all submittals before we order  
4 materials and starting the construction process.

5 But what's unique about this particular  
6 elevator is as soon as the parts start coming in,  
7 we'll be able to start working on it. Normally we  
8 don't take the elevator out of service, right, until  
9 everything is on board and that we have everything in  
10 house to start work on it.

11 In this case, since the elevator is already  
12 out of service, we'll start the demolition, replacing  
13 the rails and things that can be done right away, as  
14 soon as materials come in.

15 I'm hoping to have a fast turnaround so we  
16 can reoccupy the units that people can't access.  
17 That's where we are now. So this is the contract.  
18 We were going -- we were going to do this elevator in  
19 another year or so, but due to this we substituted  
20 the money for 65 Summer Street that was going to come  
21 before this one, move it over to this one. 65 Summer  
22 Street, where it had some new equipment put in a  
23 couple years ago, it's fine. We just had an analysis  
24 of that.

1           So we're comfortable with this project and  
2 looking forward to moving forward.

3           Mr. Shea: Jonathan, I have a question for  
4 you. With respect to the three companies, have they  
5 done work for us in the past?

6           Mr. Goldfield: Yes. New England Builders  
7 is doing the mod phase project that Laura Watts, my  
8 colleague is working on down at Lakeview Avenue.  
9 They also have one other elevator -- they're actually  
10 doing the project at 50 Summer Street. The two  
11 elevators there.

12           It's a good company. Henry Sarkis, he's one  
13 of the principals. It's a good company. And United  
14 Elevator is actually doing the elevator at 50  
15 Stackpole Street that, again, is Laura's project.  
16 And 50 Summer Street as well. They are a reputable  
17 company. I've worked with them before.

18           NEF Controls, I believe we have done some  
19 work with them in the past, the electrician. And  
20 Enterprise Equipment is the other subcontractor  
21 handling the air conditioning and ventilation system.  
22 They're actually the prime general contractor on the  
23 other elevator projects that we have. They're  
24 actually in 43 Summer Street and 50 Stackpole Street.

1 So everybody except for NEF here we're very familiar  
2 with. And I'm sure they're fine. They are certified  
3 by DCAMM, and they have to be. And they'll be guided  
4 by the general contractor and the elevator general  
5 contractor.

6 Mr. Shea: The building that went down four,  
7 five months ago, we had to wait a year for the parts.

8 Mr. Goldfield: Approximately.

9 Mr. Shea: Right. Could you just tell us a  
10 little bit about where that stands?

11 Mr. Goldfield: For 43 Summer Street?

12 Mr. Shea: Yeah.

13 Mr. Goldfield: That we're hoping to be  
14 complete next week.

15 Mr. Shea: Okay. But I'm trying to identify  
16 the building that you went out for parts four,  
17 five months ago, we were told that because of the  
18 supply chain you could not get the parts in for six  
19 to eight months.

20 Mr. Goldfield: Well that's usually the case  
21 with any elevator. So I'm not sure which elevator  
22 I --

23 Mr. Shea: Okay.

24 Mr. Goldfield: I wasn't at the last

1 meeting, so it must've been two meetings ago.

2 Mr. Shea: It's okay.

3 Mr. Goldfield: That is the normal lead  
4 time. Anywhere between -- the generators are a  
5 52-week lead time, and we have met to get to work  
6 ahead of that. The elevator motor and car parts  
7 themselves are anywhere, depending on the  
8 manufacturer, from six to ten months. So that is the  
9 normal lead time across the country.

10 Mr. Shea: Thank you for those answers,  
11 Jonathan. Any other question by any member of the  
12 Board? Commissioner Elliott.

13 Mr. Elliott: Thank you. What's the time  
14 frame on this? I know you said once the parts come  
15 in, but generally for the residents, all things being  
16 equal, in the best of circumstances.

17 Mr. Goldfield: I did come prepared with a  
18 calculation for that. It's about a ten-month window.  
19 We will not move the residents out until -- well I'll  
20 leave that to Mr. Mercier, as far as planning when  
21 the moves will start.

22 We don't take the elevator down until  
23 everything is in house. And the elevator is 10 to  
24 12 weeks for a restore. So that's how long -- a lot

1 of people do stay in the building while the elevator  
2 is out. So that window is about a 10 to 12 week  
3 window, when the elevator is actually out of service.

4 Mr. Elliott: Okay. Thank you.

5 Mr. Shea: Any other question by any member  
6 of the Board of Commissioners? Hearing none, motion  
7 by Commissioner Mony Var, seconded by Commissioner  
8 Joanie Bernes to accept Item 9.1.2 in the amount of  
9 \$885,372. And the clerk will call the roll.

10 Mr. Chhan: Chairman Shea.

11 Mr. Shea: Yes.

12 Mr. Chhan: Vice Chairman Var.

13 Mr. Var: Yes.

14 Mr. Chhan: Commissioner Bernes.

15 Ms. Bernes: Yes.

16 Mr. Chhan: Commissioner Elliott.

17 Mr. Elliott: Yes.

18 Mr. Chhan: Commissioner Marr.

19 Mr. Marr: Yes.

20 Mr. Chhan: Five yeas. Motion carried.

21 Mr. Goldfield: Thank you very much.

22 Mr. Shea: Thank you, Jonathan.

23 The next item is Item Number 10, old  
24 business. I do not believe we --

1 Mr. Chhan: We do not have any old business.

2 Mr. Shea: And the next item is Item Number  
3 11. 11A is motions of the members of the Board of  
4 Commissioners. We have no motions that have been  
5 filed. And Item Number 11B is executive director  
6 announcements. Do you have any?

7 Mr. Chhan: I do not have any announcements.

8 Mr. Shea: Okay. So 11B. And the next one  
9 is number 12. The chair would like to recognize the  
10 next meeting we're going to have of the Board of  
11 Commissioners will be Wednesday, April 12th at  
12 5:00 p.m. here at the Mercier Center. I also  
13 encourage any member of the Board of Commissioners  
14 that seek to serve on a special committee on the  
15 subcommittees of the Board of Commissioners, if they  
16 would forward that information to me or to the  
17 executive director. We hope on April 12th the new  
18 subcommittees -- were you going to say something,  
19 Tha?

20 Mr. Chhan: No.

21 Mr. Shea: We hope by April 12th the new  
22 subcommittees and as we move forward. So with that  
23 being the case, motion to adjourn by Commissioner  
24 Mony Var, seconded by Commissioner Joanie Bernes.

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The clerk will call the roll.  
Mr. Chhan: Chairman Shea.  
Mr. Shea: Yes.  
Mr. Chhan: Vice Chairman Var.  
Mr. Var: Yes.  
Mr. Chhan: Commissioner Bernes.  
Ms. Bernes: Yes.  
Mr. Chhan: Commissioner Elliott.  
Mr. Elliott: Yes.  
Mr. Chhan: Commissioner Marr.  
Mr. Marr: Yes.  
Mr. Chhan: Five yeas.  
(Whereupon the meeting concluded at  
5:43 p.m.)

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