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LOWELL HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
AUGUST 9, 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, Interim Executive Director

10 Sherry Giblin, Chief Financial Officer

11 Kevin J. Murphy, General Counsel

12

13 Presentations by:

14 Rita Brousseau, Chief Procurement Officer

15 Jonathan Goldfield, Capital Asset Manager

16 Alisen Purtell, Chief Admissions Officer

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P-R-O-C-E-E-D-I-N-G-S

1
2 Mr. Shea: Thank you. The meeting will come
3 to order. This is the -- welcome everybody, to the
4 regular meeting of the Board of Commissioners of the
5 Lowell Housing Authority on this day of August 9th at
6 5:00 p.m., this meeting, everyone seems to be in
7 line. With that being the case, I'll have the clerk
8 call the roll for attendance. Thank you.

9 Mr. Chhan: Chairman Shea.

10 Mr. Shea: Present.

11 Mr. Chhan: Vice Chairman Money Var.

12 Mr. Var: Here.

13 Mr. Chhan: Commissioner Bernes.

14 Ms. Bernes: Yes.

15 Mr. Chhan: Commissioner Marr.

16 Mr. Marr: Here.

17 Mr. Chhan: Commissioner Elliott.

18 Mr. Elliott: Here.

19 Mr. Chhan: Five present.

20 Mr. Shea: Thank you. First item on the
21 agenda is the approval of the minutes of the meeting,
22 which was a special meeting, a meeting on June 14th,
23 as well as the special meeting on July 19th. Any
24 questions on the minutes of those meetings that were

1 given to us? Seeing none, Commissioner Matt Marr,
2 seconded by Joanie Bernes to accept the approval of
3 the minutes of June 9th, as well as July 19th, and
4 the Director will call the roll.

5 Mr. Chhan: Chairman Shea.

6 Mr. Shea: Yes.

7 Mr. Chhan: Vice Chairman Mony Var.

8 Mr. Var: Yes.

9 Mr. Chhan: Commissioner Bernes.

10 Ms. Bernes: Yes.

11 Mr. Chhan: Commissioner Marr.

12 Mr. Marr: Yes.

13 Mr. Chhan: Commissioner Elliott.

14 Mr. Elliott: Here.

15 Mr. Chhan: Five yeas.

16 Mr. Shea: Next item on the agenda is Item
17 Number 2, residence correspondence. Mr. Clerk, do we
18 have any resident correspondence?

19 Mr. Chhan: We do not have any resident
20 correspondence.

21 Mr. Shea: Item Number 3 is the resident
22 organization. Mr. Clerk, do we have --

23 Mr. Chhan: We also don't have any resident
24 organization.

1 Mr. Shea: Item Number 4 is the subcommittee
2 reports. The reports of any subcommittee, do we have
3 any subcommittee that met that wants to discuss their
4 report?

5 Mr. Chhan: We do not have any subcommittee
6 report.

7 Mr. Shea: So therefore on Item Number 4, we
8 go to Item Number 5, which is the finance and audit
9 report. Of course we've all been given a copy of
10 that, and we're going to hear now from our chief
11 financial officer, Mrs. Giblin.

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

13 The Authority's operating statement for the
14 period ending June 30th, 2023, were provided to the
15 Board for their review. Our federal portfolio saw an
16 increase in operating gains of 320,000 in June, due
17 mainly to operating subsidy. HUD is now funding at
18 calendar year 2023 eligibility. Overall our federal
19 portfolio is recognizing an operating gain through
20 June. AMPs 1 and 2 continue to be revenue producing,
21 while AMPs 3 and 4 are realizing operating losses.
22 These losses are due mainly to the flood at City View
23 Towers, as well as the elevator outages we have at
24 South Common Village.

1 Rent and subsidy estimates across all four
2 AMPs are exceeding budget expectations. Proration
3 continues to decrease and was at 92.15 percent for
4 June. Solar net meter credit revenue continues to
5 exceed budget estimates as well, however, credit
6 rates have decreased to \$0.23 per kilowatt hour.
7 This is down from \$0.42 but still is exceeding
8 budgeted estimates of \$0.19.

9 Expenses in AMPs 1 and 2 remain within
10 budget tolerance through June. AMP 3 continues to
11 see budget overruns in admin expenses due to
12 relocation costs and wages for temporary resident
13 aides incurred to relocate and support tenants due to
14 the elevator outages. In addition, AMP 3 is seeing
15 budget overruns in maintenance expenses as well.
16 Maintenance labor is over budget due to overtime for
17 vacancies and resident aides needed to assist during
18 elevator outages. Materials are significantly over
19 budget, specifically cabinets and flooring due to the
20 high number of vacancies at AMP 3.

21 As a result of the flood that occurred we
22 continue to see budget overruns in AMP 4. AMP 4
23 admin expenses are over budget due to tenant stipends
24 and hotel costs. Maintenance labor is also over

1 budget due to overtime required during the flood
2 emergency. Utilities remain under budget in all
3 AMPs. Insurance and benefits are over budget in AMPs
4 1, 2 and 4 due to forced account labor benefits. Our
5 other general expense category remains under budget
6 across all AMPS.

7 Also provided to the Board in their packets
8 this month were the audited financial statements. As
9 I reported previously to the Board, we did receive an
10 unqualified opinion with no significant deficiencies
11 or no issues noted during our audit.

12 I just would like to take this time to thank
13 our staff for their incredible work throughout the
14 year that makes these audits as successful as they
15 are.

16 At this time I open it up to any of the
17 Board members for questions.

18 Mr. Shea: Are there any questions to the
19 chief financial officer from any member of the Board?
20 Commissioner Elliott.

21 Mr. Elliott: Thank you for -- I put it on.
22 Sorry. (Phone ringing) Is this my introduction?

23 Do we expect -- I'm going to presume a lot
24 of these budget excesses will return, let's say to

1 normal, following these vacancies and elevator
2 outages. Are we anticipating the budget can handle
3 this? This is part of this fiscal year, so we should
4 be returning to somewhat normal, whether it's
5 maintenance labor, and hopefully there won't be any
6 more floods, elevator outages which require -- I
7 support -- I agree with them, I'm just thinking
8 moving forward we'll be able to sort of realize some
9 of those savings or putting those overtime costs to
10 other program areas?

11 Ms. Giblin: So for this budget year, I do
12 anticipate that we'll continue to see AMPs 3 and 4
13 realize losses for the year due to what's incurred to
14 date. I don't think they'll come out of it by the
15 end of the year.

16 As to whether they can absorb it, they can.
17 At this point we do have reserve levels that can
18 absorb them. That being said, going forward into the
19 next budget year, we're looking at that very
20 carefully as, you know, we're preparing the budgets
21 to determine where those vacancies stand right now
22 and what additional materials, overtime, things like
23 that we may need and how we might limit that going
24 forward.

1 Mr. Elliott: Yeah, I think that's a good
2 point, when it comes to cabinets and materials, it
3 doesn't seem like we're going to go in the reverse
4 direction, so those increases are just going to have
5 to be absorbed because we're going to continue to do
6 kitchens, and we continue to, you know, remodel,
7 those material costs are not going anywhere.

8 Interestingly enough, the utility budget
9 does not seem to be static, which is good news.

10 Ms. Giblin: Right. So luckily our
11 utilities are under budget, which is also absorbing
12 some of that. It's also absorbing some -- you know,
13 I report every month on the solar net meter credit
14 revenue, because that solar net meter credit revenue
15 runs upwards of \$800,000 a year for the Authority.
16 So when that exceeds budgeted estimates, that's
17 crucial for us because that's all revenue that's
18 generated on our own. So we get to keep that
19 revenue.

20 Mr. Elliott: Good news. Thank you, Ms.
21 Giblin. Thank you, Mr. Chairman.

22 Mr. Shea: Any other question to the chief
23 financial officer? I don't have any questions, I had
24 a conversation with you briefly on most of this

1 stuff. I just want to remind you, for the record,
2 when you complete your -- when you complete your
3 fiscals at the end of August, if you could inform the
4 Committee a little bit about the surpluses that we
5 have prior to going into the -- into doing the budget
6 in order that we can probably figure out the
7 direction, what's the best -- what's in the best
8 interest of the Authority going forward. So the
9 finance committee will be meeting with you and the
10 director sometime in September to figure out the
11 budget starting October 1st.

12 And also, there's going to be -- I think the
13 director wants to talk to the committee about
14 reorganization, so on and so forth. So I just wanted
15 to put that in the record, what I just told you, you
16 already know.

17 So with that being the case, in order that
18 we can come back, and I will indicate at the end of
19 the meeting that the next meeting is scheduled for
20 the third Wednesday in September, rather than the
21 second Wednesday in September. That will give the
22 chief financial officer and the director the
23 additional time necessary to prepare their budget
24 that has to be voted on by the end of September,

1 effective October 1st. And there will be some fiscal
2 questions that we'll have to discuss and bring to the
3 Board for their approval at that -- I think the third
4 meeting, if I'm not mistaken, the third meeting is
5 September 28th, [sic] and so that we'll have a motion
6 on that later on in the meeting, to declare that as
7 the next meeting date in September. And Commissioner
8 Mony Var and myself, we look forward to getting the
9 information pertaining to the surpluses, if they --
10 in the various accounts, so we can figure out what
11 expenditures are affordable for the next fiscal year
12 for both -- at the end of September by the full Board
13 of Commissioners for approval.

14 So that's just, you know, that's just --
15 you've heard that all before, but I just think it's
16 important that we discuss it publicly and have it as
17 an item of concern.

18 So with respect to the committee finance
19 report, there's a motion by Commissioner Mony Var,
20 seconded by Commissioner Joanie Bernes to accept the
21 report of our chief financial officer on Item
22 Number 5, and the clerk will call the roll.

23 Mr. Chhan: Chairman Shea.

24 Mr. Shea: Yes.

1 Mr. Chhan: Vice Chairman Mony Var.

2 Mr. Var: Yes.

3 Mr. Chhan: Commissioner Bernes.

4 Ms. Bernes: Yes.

5 Mr. Chhan: Commissioner Marr.

6 Mr. Marr: Yes.

7 Mr. Chhan: Commissioner Elliott.

8 Mr. Elliott: Yes.

9 Mr. Chhan: Five yeas. Motion carried.

10 Mr. Shea: The next item is the report of
11 the chair. The chair doesn't have anything to say,
12 other than I just want the record to indicate, which
13 I think it should've been put up there prior to Item
14 Number 1, attending also is our chief legal counsel,
15 Attorney Kevin Murphy. And I also -- the
16 commissioners want to welcome aboard Ms. Laurie
17 Willis, who sits over here who was just recently
18 hired as the executive assistant to our executive
19 director. And we welcome Ms. Willis to our meetings
20 and to the Lowell Housing Authority and wish you the
21 very best of luck in your future with the Housing
22 Authority. (Applause.)

23 I just wanted that as part of the record.
24 I'm sorry, I should have done that at the meeting

1 that we had two weeks ago. You know, you get old,
2 sometimes it's hard. It's not as easy as it used to
3 be.

4 With that being the case, the report of the
5 chair, a motion by Commissioner Marr, seconded by
6 Commissioner Joanie Bernes to accept the report of
7 the chair, and the clerk will call the roll.

8 Mr. Chhan: Chairman Shea.

9 Mr. Shea: Yes.

10 Mr. Chhan: Vice Chairman Mony Var.

11 Mr. Var: Yes.

12 Mr. Chhan: Commissioner Bernes.

13 Ms. Bernes: Yes.

14 Mr. Chhan: Commissioner Marr.

15 Mr. Marr: Yes.

16 Mr. Chhan: Commissioner Elliott.

17 Mr. Elliott: Yes.

18 Mr. Chhan: Five yeas. Motion carried.

19 Mr. Shea: Thank you. The next item on the
20 agenda, Item Number 7, report of the executive
21 director, update on Renu development project.

22 Mr. Chhan: Thank you, Mr. Chairman. I have
23 -- I have two report for the Renu project. The first
24 project will be the Hadley House. As you are aware,

1 we are waiting for the MEPA review. While we are
2 waiting, the Lowell Housing Authority met with the
3 project director at DCAMM, the Division of Capital
4 Asset Management. The project manager -- we met with
5 them on August 8th, last Friday, regarding the land
6 acquisition. DCAMM project manager will work with
7 DCR to have the land declared surplus.

8 Now, by the time DCR deemed the land
9 surplus, DCAMM will proceed with procuring the
10 appraiser. We do not have the exact time line,
11 specific time lime when it will be done, but I will
12 keep the Board informed of the progress.

13 In the meantime, we're still waiting for
14 MEPA and if everything goes as planed, we believe
15 that we will have the certificate, we will be issued
16 the certificate by the latest next week. Late next
17 week or so. So that's for the Hadley House.

18 The second report is about the Merrimack
19 Street corridor. As you are aware, the Lowell
20 Housing Authority, under the technical agreement to
21 essentially Renu, is seeking architectural firm to
22 come in to do zone and yield analysis. And we
23 received five applicants, and after going through the
24 review, we select a firm by the name of ZeroEnergy

1 Design. This report -- this report speaks to the
2 Item Number 7.1.8, which is the last item. When
3 approved by the Board, we expect to have ZeroEnergy
4 Design come in to start their process by Tuesday next
5 week. And we expect to have the final product by
6 sometime in October. They gave us a date of
7 October 12th. And the final product will consist of
8 the architectural drawing, and also the 3D
9 architectural rendering, and also the cost estimate
10 of the construction.

11 Again, I will keep the Board informed of any
12 progress on that project. Thank you.

13 Mr. Shea: Thank you very much. Any
14 question by any member of the Board of Commissioners
15 to our director? I'd just like to have the question
16 answered publicly, I do know the answer because we
17 had a discussion. The property that we have over
18 here at the Mercier Center, outside, I want the
19 record to indicate that that's the property that the
20 building's going to go on. I'd like the record to
21 indicate it's my understanding, that the Lowell
22 Housing Authority is not pursuing any additional
23 eminent domain property taken. Because I thought
24 there was a little confusion in the air about --

1 well, no sense going over past history. Let's just
2 say presently, that's the thing. And so they're
3 going to come in by mid October to tell us how many
4 units are going to be on there, and that's what we're
5 going to work with.

6 Mr. Chhan: That is correct.

7 Mr. Shea: Okay. Because believe me when I
8 tell you, Mr. Director, to say it's nebulous is an
9 understatement. And I'm just telling you that, for
10 the record, now it's been cleared up. Because to try
11 to go out and take additional property, we don't have
12 the money, and as our general counsel has said, it'd
13 take forever to own that property. But you're the
14 director, this is the board, and we're hiring this
15 consultant to apparently do some -- it was reviewed
16 by our chief financial officer, it was reviewed by
17 our head of capital asset program, Mr. Moriarty.
18 Impeccable record of accomplishment. And so,
19 therefore, whatever the property is, how many units
20 are out there, despite the fact that we put it before
21 the Veteran's Council, it'll be three years next
22 month, and told them we're going to put a 60-unit
23 building up and we're going to put so many units
24 aside for veterans and, obviously, how did that work

1 out? But we can't live in the past. We have to
2 think in the future. And so that's what I want on
3 the record, that this Board looks forward of this
4 property being constructed, whether it be a year or
5 two from now, and we're not taking any more property
6 by eminent domain.

7 Mr. Chhan: That is correct.

8 Mr. Shea: And I think our general counsel
9 agrees with that. To take property by eminent domain
10 would be for how long?

11 Mr. Murphy: It could be held up a year.
12 There are no -- I mean, we did take a couple of
13 properties by eminent domain, I believe it's two.
14 But there are no provisions right now to take other
15 properties by eminent domain.

16 Mr. Shea: That's right. This Board has
17 always been under the impression, in my four years
18 being on the Board, that the property that we have --
19 I think it was discovered some other people had some
20 other ideas. But luckily, that's it.

21 So that's all I have to say. Other than
22 that, thank you for your report. We look forward to
23 October 12th, October 15th to discover how many
24 units. And I don't think we're asking the architect

1 to do much. But that's just my thoughts, and so
2 that's on the record. And with that being the case,
3 did you want to go to the second item?

4 Mr. Chhan: Yes, please.

5 Mr. Shea: Which is the funding request.

6 Mr. Chhan: Thank you very much. This is
7 just a brief report to provide the full Board an
8 update on the emergency funding application that was
9 submitted to HUD for the City View Towers. We
10 submitted an emergency funding application to HUD
11 right after the water main break that flooded the
12 City View Tower. We finally heard back from HUD.
13 They're requesting us to submit the future cost
14 estimate. It was submitted on July 24th, and future
15 cost estimate is about \$1,970,000. And, again, we do
16 not have a specific time line of when we're going to
17 hear back from HUD, and we don't know how much that
18 they're going to give us, but just for the
19 information of the Board too, as of July 24th, 2023,
20 Lowell Housing Authority already spent \$1,269,000 for
21 City View Towers for the damage at this point.

22 So that's all I have for the Board, and I
23 will, again, provide an update to the full Board as
24 soon as I get more information. Thank you.

1 Mr. Shea: Any questions for the Director
2 pertaining to his report? There's a motion by
3 Commissioner Mony Var, seconded by Commissioner
4 Rodney Elliott to accept the report of the Executive
5 Director with regards to update of the Renu
6 development project, as well as the updated emergency
7 funding request to HUD.

8 Mr. Chhan: Chairman Shea.

9 Mr. Shea: Did you want to say something
10 else?

11 Mr. Chhan: No, I don't.

12 Mr. Shea: So with that being the case, the
13 clerk will call the roll.

14 Mr. Chhan: Chairman Shea.

15 Mr. Shea: Yes.

16 Mr. Chhan: Vice Chairman Mony Var.

17 Mr. Var: Yes.

18 Mr. Chhan: Commissioner Bernes.

19 Ms. Bernes: Yes.

20 Mr. Chhan: Commissioner Marr.

21 Mr. Marr: Yes.

22 Mr. Chhan: Commissioner Elliott.

23 Mr. Elliott: Yes.

24 Mr. Chhan: Five yeas. Motion carried.

1 Mr. Shea: Okay. Thank you. Next item on
2 the agenda is 7.1.1. It's a motion to approve the
3 change order for demolition in the amount \$15,282 to
4 S&R Corporation, 706 Broadway Street, Lowell, Mass,
5 and that's basically it.

6 We have our chief procurement officer here,
7 I don't know if Rita wants to say anything in regards
8 to this. Do you want to say anything in regards to
9 this proposal, Rita?

10 Ms. Brousseau: Good evening. Hello. This
11 change order is the result of the restaurant at 681
12 Merrimack Street that we took by eminent domain.
13 When they vacated the building there was some debris
14 left behind that needs to be removed, which we did
15 not anticipate at the time we went out to bid it.
16 And also, the City of Lowell is now requiring that we
17 cut off the sewage from the street as opposed to the
18 sidewalk. So again, this is something that wasn't in
19 place at the time of the bid, so we now have to do
20 that in order to get that building ready for
21 demolition.

22 Mr. Shea: Okay. Any questions to Rita? If
23 not, there's a motion by Commissioner Matt Marr,
24 seconded by Commissioner Rodney Elliott to approve

1 7.1.1. The clerk will call the roll.

2 Mr. Chhan: Chairman Shea.

3 Mr. Shea: Yes.

4 Mr. Chhan: Vice Chairman Var.

5 Mr. Var: Yes.

6 Mr. Chhan: Commissioner Bernes.

7 Ms. Bernes: Yes.

8 Mr. Chhan: Commissioner Marr.

9 Mr. Marr: Yes.

10 Mr. Chhan: Commissioner Elliott.

11 Mr. Elliott: Yes.

12 Mr. Chhan: Five yeas. Motion carried.

13 Mr. Shea: The next item is Item Number
14 7.1.2, motion to approve change order, fire sprinkler
15 service in the amount of \$10,000 to Davis-Ulmer
16 Sprinkler, Worcester, Mass. And once again, we have
17 Rita here and looking at the -- did you want to, just
18 for the record, to say something with respect to
19 this? Thank you.

20 Ms. Brousseau: Good evening. This change
21 order is the result of a contract that I had a couple
22 years ago for on-call sprinkler repairs. Typically
23 we don't spend the amount of money that we spent in
24 the past, this past year, but because right now,

1 because there were a lot of frozen pipes that
2 happened during the wintertime, we ended up doing a
3 lot more repairs than we've done in the past, so that
4 lead to an increase in the contract to accommodate --
5 to pay the vendor for those repairs.

6 Mr. Shea: Any question to Rita? If not,
7 there's a motion by Commissioner Mony Var, seconded
8 by Commissioner Joanie Bernes to accept item 7.1.2.
9 The clerk will call the roll.

10 Mr. Chhan: Chairman Shea.

11 Mr. Shea: Yes.

12 Mr. Chhan: Vice Chairman Mony Var.

13 Mr. Var: Yes.

14 Mr. Chhan: Commissioner Bernes.

15 Ms. Bernes: Yes.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Yes.

18 Mr. Chhan: Commissioner Elliott.

19 Mr. Elliott: Yes.

20 Mr. Chhan: Five yeas. Motion approved.

21 Mr. Shea: The next item is 7.1.3, motion to
22 approve the contract award recommendation to Pine
23 Ridge Technologies, North Reading, Mass, \$47,000 with
24 the Authority's sole option to renew for two

1 additional one-year contract, and once again, we will
2 ask Rita to say something on the record pertaining to
3 this.

4 Ms. Brousseau: I'm just going to stand up
5 there. I wanted the meeting to be about me tonight.

6 I went out for bid for on-call fire alarm
7 services. This is so that the Authority can have any
8 kind of fire alarm service that are for testing,
9 inspections, and for repairs as needed. This way we
10 don't have to go out and get quotes every time they
11 have a service that they need. So this vendor is a
12 newer vendor, and it came in at a fantastic price.
13 They had great recommendations, and we wanted to
14 award to the lowest responsive and responsible.

15 Mr. Shea: Did they work for us before?

16 Ms. Brousseau: As a matter of fact, I
17 believe in here it says they actually do the City of
18 Lowell. They are the vendor for the City of Lowell
19 for fire alarm services. I spoke to someone, I
20 believe, at the City of Lawrence as well. There were
21 quite a few municipalities that they've done. So
22 hopefully, God willing, they'll do a great job.

23 Mr. Shea: Okay. You do a great job too.

24 Ms. Brousseau: Thank you very much.

1 Mr. Shea: Any other questions? Any
2 questions?

3 Motion by Commissioner Matt Marr, seconded
4 by Commissioner Rodney Elliott, move to accept 7.1.3.
5 With that being the case, the clerk will call the
6 roll.

7 Mr. Chhan: Chairman Shea.

8 Mr. Shea: Yes.

9 Ms. Chhan: Vice Chairman Mony Var.

10 Mr. Var: Yes.

11 Mr. Chhan: Commissioner Bernes.

12 Ms. Bernes: Yes.

13 Mr. Shea: Commissioner Marr.

14 Mr. Marr: Yes.

15 Mr. Chhan: Commissioner Elliott.

16 Mr. Elliott: Yes.

17 Mr. Chhan: Five yeas. Thank you. Motion
18 carries.

19 Mr. Shea: Next item, 7.1.4, it's a motion
20 to approve contract amendment, electrical engineering
21 at City View Towers in the amount of \$16,739.36 to
22 McKinnell & Taylor of Rockland, Mass. With that
23 being the case, once again, I will ask Rita come up,
24 for the record, to indicate what this is.

1 Ms. Brousseau: With all due respect, I
2 don't know that much about this event, so if you
3 don't mind, I'm going to defer to Jonathan Goldfield
4 who handles this project. Thank you.

5 Mr. Shea: We welcome Jonathan Goldfield.

6 Mr. Goldfield: Thank you, Mr. Chairman.

7 How can I follow that act? That was fabulous.

8 So MMT, McKinnell, McKinnell & Taylor, we
9 selected as the design engineer for the rebuild of
10 the engineer -- electrical engineering at City View
11 Towers after the flood. The original scope -- the
12 RFQ, the request for qualifications really included
13 the entire basement and rewiring the entire basement,
14 but we -- initially when we met with them months and
15 months ago -- the scope was sort of pared down to
16 these certain little areas. We re-evaluated that,
17 and we really do need the whole basement rewired.
18 And the area where leasing, Section 8 was, to be
19 basically set up as basically just the studs, but put
20 the wires through so that we can plan what we're
21 going to use that for somewhere down the road, at
22 least while the walls are down, they have to come
23 away anyway, and demo them, put in the new load
24 centers and circuit breaker boxes. And all of that

1 together, adding on to just basically wiring
2 everything in the basement, rather than just specific
3 portions. The only thing we would not be rewiring is
4 the laundry room, which is already done, the resident
5 laundry room. And the wheelchair lift, that will
6 have to be done by an elevator type company later.
7 But everything else is going to be rewired, and
8 that's what this is for, to add the rest of the
9 basement that we didn't originally include in the
10 scope.

11 Mr. Shea: Any question for Jonathan by any
12 member of the Board? Hearing none, the motion by
13 Commissioner Joanie Bernes, seconded by Commissioner
14 Matt Marr, to accept Item Number 7.1.4. The clerk
15 will call the roll.

16 Mr. Chhan: Chairman Shea.

17 Mr. Shea: Yes.

18 Mr. Chhan: Vice Chairman Mony Var.

19 Mr. Var: Yes.

20 Mr. Chhan: Commissioner Bernes.

21 Ms. Bernes: Yes.

22 Mr. Chhan: Commissioner Marr.

23 Mr. Marr: Yes.

24 Mr. Chhan: Commissioner Elliott.

1 Mr. Elliott: Yes.

2 Mr. Chhan: Five yeas. Motion approved.

3 Mr. Shea: Item Number 7.1.5 -- thank you,
4 Jonathan. 7.1.5, motion to approve the contract
5 award recommendation to McCright & Associates of
6 Chattanooga, Tennessee, not to exceed the amount of
7 \$70,000, with the sole additional one-year contract.
8 And that's 7.1.5. I notice that Alisen Purtell is
9 here. I suspect our chief admission officer may have
10 a thing or two to say about that. Thank you.

11 Ms. Purtell: Good evening. So I'm seeking
12 approval from the Board for the contract to award --
13 sorry, I'm not very loud.

14 I'm seeking the Board approval to award
15 McCright & Associates our housing quality standards
16 inspection contract. Our housing quality standards
17 inspections are required for all Housing Choice
18 Voucher Programs here in Massachusetts that have
19 voucher programs.

20 These inspections ensure that all the units
21 meet housing quality standards and the units are
22 decent, safe, and sanitary for our residents. These
23 inspections are required by HUD for entering into a
24 contract for any unit, and then reoccur bi-annually.

1 These contracts are necessary for us to stay in
2 compliance with HUD. So any questions?

3 Mr. Shea: Well, thank you for explaining
4 this memo that I got. Any question to Alisen
5 pertaining to Item Number 7.1.5? Hearing none --
6 I'll talk to you later. That being the case,
7 Commissioner Rodney Elliott, seconded by Commissioner
8 Matt Marr to accept 7.1.5. The clerk will call the
9 roll.

10 Mr. Chhan: Chairman Shea.

11 Mr. Shea: Yes.

12 Mr. Chhan: Vice Chairman Mony Var.

13 Mr. Var: Yes.

14 Mr. Chhan: Commissioner Bernes.

15 Ms. Bernes: Yes.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Yes.

18 Mr. Chhan: Commissioner Elliott.

19 Mr. Elliott: Yes.

20 Mr. Chhan: Five yeas. Motion carried.

21 Mr. Shea: Next item is 7.1.6, motion to
22 approve a contract award to Rustic Fire Protection of
23 Norton, Mass in the amount of \$53,840, with the
24 Authority's sole option to renew for two additional

1 one-year contracts. And we have in front of us
2 information. Again, Rita, do you want to come up and
3 say something for the record pertaining to this?

4 Ms. Brousseau: Good evening, again. How
5 are you? I went out to bid, similar to the fire
6 alarm, I did the same thing for the fire sprinklers.
7 It's a company that's going to be on-call for any
8 time we need them, and also do inspections and
9 testing throughout the year. The low bidder was
10 Rustic Fire Protection. Did the reference check,
11 great references, and it came in at a fabulous price,
12 so we'd like to award this.

13 Mr. Shea: Any question to our chief
14 procurement officer in regards to this?

15 Mr. Marr: I have a question.

16 Mr. Shea: Go ahead, Matt.

17 Mr. Marr: Any idea what --

18 Mr. Shea: Talk into the mic.

19 Mr. Marr: It's quite a difference between
20 the two bids.

21 Ms. Brousseau: It is. So with the
22 inspections we ask for a price, they have to be done,
23 I believe they are twice a year, the inspections.
24 And one of the vendor's bid on the inspections per

1 location each time. So twice. The other vendor,
2 which is Rustic, had submitted a price, one price to
3 do all locations twice a year. So it really came
4 out, and I did confirm with the vendor that this was
5 their intent, and that was their intent. And that's
6 what brought them so much lower than the other
7 vendor.

8 Mr. Marr: Being in construction, if
9 something comes in that low, they must've missed
10 something.

11 Ms. Brousseau: And I did call to confirm,
12 and they did say that they would do it for that one
13 price, at all those locations.

14 Mr. Marr: Okay. Thank you.

15 Ms. Brousseau: You're welcome.

16 Mr. Shea: Any other questions for our chief
17 procurement officer? If not, I have a question. If
18 the contract gets renewed after the first year, it
19 will be the same 53,000?

20 Ms. Brousseau: It should be. I didn't ask
21 for pricing for years 2 and 3. I only asked for
22 pricing for year 1. Normally when I do a renewal, I
23 will ask that they keep the pricing the same.
24 Sometimes they ask for a little bit of an uptick. If

1 they do I would -- I will do a cost analysis to see
2 if it's worth it or if I should go back out to bid.
3 But most usually keep their price.

4 Mr. Shea: So you bring it to us -- if it's
5 the same amount of money, do we have to vote for the
6 one year renewal?

7 Ms. Brousseau: No. The vote tonight would
8 be to award for one year, and give us the option to
9 renew years 2 and 3 without having this Board vote to
10 cover that.

11 Mr. Shea: So you have the option to renew,
12 do you bring it back to the Board?

13 Ms. Brousseau: I do not.

14 Mr. Shea: Okay. And if you have the option
15 to renew -- you do these a hundred times -- and it's
16 more money than the original contract, do you bring
17 that back to the Board?

18 Ms. Brousseau: If it's more money and would
19 be cheaper for us to go back out to bid to get a
20 better price, I would then bring the new contract to
21 the Board. But to renew for what we currently have,
22 if they do probably a two percent or five percent
23 increase, if that's what the norm is, and we think
24 that's a good price, no, I would not bring it back to

1 the Board because this vote would cover that.

2 Mr. Shea: If you went out for a bid, would
3 you seek someone's approval? To go out for bid, do
4 you do that on your own?

5 Ms. Brousseau: I normally speak to the
6 people involved with facilities who specialize in
7 that saying, you know, would you like me to go back
8 out to bid? Do you think that this is a good price?
9 Were you happy with their services?

10 Lot of times when it's time for the renewal,
11 I'll send out an email and say were you happy with
12 their services, because we have the sole option to
13 renew. It's not the vendor's option to renew. So if
14 we're not happy with the services, we won't renew and
15 we'll go back out to bid. But I always talk to those
16 involved first.

17 Mr. Shea: If you got to renew would you
18 tell the director?

19 Ms. Brousseau: Yeah.

20 Mr. Shea: And if you weren't going to renew
21 would you tell the director?

22 Ms. Brousseau: Yes.

23 Mr. Shea: It's that simple.

24 Ms. Brousseau: Yeah.

1 Mr. Shea: Okay. Thank you.

2 With that being the case -- thank you for
3 your comments -- Commissioner Joanie Bernes, seconded
4 by Commissioner Mony Var to accept Item 7.1.6. The
5 clerk will call the roll.

6 Mr. Chhan: Chairman Shea.

7 Mr. Shea: Yes.

8 Mr. Chhan: Vice Chairman Mony Var.

9 Mr. Var: Yes.

10 Mr. Chhan: Commissioner Bernes.

11 Ms. Bernes: Yes.

12 Mr. Chhan: Commissioner Marr.

13 Mr. Marr: Yes.

14 Mr. Chhan: Commissioner Elliott.

15 Mr. Elliott: Yes.

16 Mr. Chhan: Five yeas. Motion carried.

17 Mr. Shea: Next time is Item Number 7.1.7,
18 motion to approve certificate, final completion for
19 additional electric work at 182-210 Hale Street for
20 New England Builders & Contractors in Methuen, Mass.
21 in the amount of \$29,800.

22 Mr. Goldfield: Thank you, Mr. Chairman.

23 So this was a -- we did a quote for this,
24 rather than a change order. We had a contract at L

1 Street to upgrade the electrical system there. The
2 city wire inspection required additional work.
3 Rather than do -- we had a proposal for a change
4 order. Rather than go with the change order, we went
5 out on the street for more bids for just that extra
6 work, which is what this represents. We, I believe,
7 got three bids for it. This is the lowest bidder.
8 And they came in, did the work, and was satisfactory.

9 So because it's the closeout, because it's a
10 closeout of this piece of the project, we have to
11 bring to you a certificate for final completion of
12 the project.

13 Mr. Shea: Say that again, Jonathan. I need
14 you to speak up.

15 Mr. Goldfield: I'm sorry. Because it is --
16 even though it's a small contract, we had to bring it
17 to you under the state regs because it's a final
18 completion, even though it's a small piece of the
19 original contract. So it's a formality in the sense
20 that it's still a transparency issue.

21 Mr. Shea: Okay. Any questions to Jonathan
22 on Item Number 7.1.7? If not, I have a question.
23 The chief financial -- the payment of this bill
24 coming out of our capital funds?

1 Mr. Goldfield: State.

2 Ms. Giblin: It comes out of our state
3 capital funds, yes.

4 Mr. Goldfield: Capital improvement on the
5 state, yeah.

6 Mr. Shea: Okay. Thank you very much. We
7 have Commissioner Rodney Elliott, seconded by
8 Commissioner Matt Marr move to accept 7.1.7, and the
9 clerk will call the roll.

10 Mr. Chhan: Chairman Shea.

11 Mr. Shea: Yes.

12 Mr. Chhan: Vice Chairman Mony Var.

13 Mr. Var: Yes.

14 Mr. Chhan: Commissioner Bernes.

15 Ms. Bernes: Yes.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Yes.

18 Mr. Chhan: Commissioner Elliott.

19 Mr. Elliott: Yes.

20 Mr. Chhan: Five yeas. Motion carried.

21 Mr. Shea: Next item is 7.1.8, motion to
22 approve advance of sales proceeds to Renu in the
23 amount of \$64,608 for the cost of architectural
24 zoning and yield analysis. With that being the case,

1 we have a memorandum that was given to us. It's not
2 really a memorandum. It's like a book. Okay,
3 explain to us what's in here.

4 Mr. Chhan: Well, to move forward with the
5 construction of the Merrimack Street corridor, we put
6 out a request for proposal seeking architectural
7 firm. We put it out on June 28th, 2023, receiving
8 that in our team, a committee consisting of John
9 Goldfield, asset manager; Laura Watts, asset manager;
10 and our consultant, Ben Walker. In June they did
11 their due diligence, all of the applications, and
12 decided to select ZeroEnergy Design to come in, which
13 is part of the report of Item 7. And that's what we
14 are bringing up to the Board, seeking your approval
15 of \$64,000 so that we can proceed with the architect
16 to come in to start their process next week, on
17 Tuesday.

18 Mr. Shea: Well, before we get started, I
19 want to ask our general counsel, should I state for
20 the record the two members have left?

21 Mr. Murphy: What I think, it's my opinion
22 that it was best for them to recuse themselves from
23 this vote.

24 Mr. Shea: When you say they.

1 Mr. Murphy: The two members are
2 Commissioners Elliott and Marr, are members of the
3 Renu board also. So although I -- I just felt it was
4 better for them to recuse themselves from this vote,
5 relative to giving money to Renu, so I just asked
6 them to leave the meeting, and then when this vote is
7 over, they'll come back in to complete the agenda.

8 Mr. Shea: So everyone better stay here, or
9 I'll have a back and forth. Don't leave.

10 Okay. It's quite a lot to this. So try to
11 condense the four pages into a couple paragraphs,
12 we're going to have a report sometime in October?

13 Mr. Chhan: That is correct.

14 Mr. Shea: And that report's going to
15 basically guide us with respect to the future for
16 this development.

17 Mr. Chhan: Yes, sir.

18 Mr. Shea: It's that simple.

19 Mr. Chhan: Yes.

20 Mr. Shea: And if the cost is \$61,000 or
21 costs of 38, we have enough money to transfer to pay
22 for that service.

23 Mr. Chhan: Yes.

24 Mr. Shea: And that's basically -- that's

1 all it's for.

2 Mr. Chhan: Yes.

3 Mr. Shea: And it's probably as simple as
4 all that. Although this report put together by --
5 you know, it's pretty impressive, the employees here
6 at the Housing Authority, it's really -- you know,
7 it's pretty self-explanatory, but it's detailed
8 nicely.

9 Mr. Chhan: Thank you.

10 Mr. Shea: And so the bottom line is it's
11 probably as simple as all that.

12 Mr. Chhan: Yes.

13 Mr. Shea: Thank you. And if it bills out
14 35,000, the other 65,000, does that money go to Renu?
15 Is that considered a loan?

16 Mr. Chhan: No. This money is part of the
17 predevelopment, therefore, it belongs to Renu because
18 part of the SAC application, the special application
19 that the Lowell Housing Authority request HUD to
20 approve, is that any proceeds will be used to
21 construct the 60-unit at Merrimack Street corridor.
22 So this belongs to -- this is given to Renu.

23 Mr. Shea: Well, okay. I think that says it
24 all. It really is a nice piece of work. So with

1 that being the case, is there any question by
2 commissioners to the chief financial officer or the
3 director pertaining to Item Number 7.1.8? If not,
4 there's a motion made by Vice Chairperson Mony Var,
5 seconded by Joanie Bernes, Commissioner Bernes to
6 accept Item 7.1.8. The clerk will call the roll.

7 Mr. Chhan: Chairman Shea.

8 Mr. Shea: Yes.

9 Mr. Chhan: Vice Chairman Var.

10 Mr. Var: Yes.

11 Mr. Chhan: Commissioner Bernes.

12 Ms. Bernes: Yes.

13 Mr. Chhan: Commissioner Marr, not voting.
14 Commissioner Elliott, not voting.

15 Three yeas, two not voting. Motion carried.

16 Mr. Shea: I would indicate, for the record,
17 Commissioner Marr and Commissioner Elliott were not
18 in the room present for the vote.

19 Mr. Chhan: Commissioners not present in the
20 room.

21 Mr. Shea: Welcome back.

22 The next item on the agenda is Item
23 Number 8, old business.

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

1 Mr. Shea: The next item on the agenda is
2 Item Number 9, motion of board members. Do we
3 have --

4 Mr. Chhan: No motion of Board members.

5 Mr. Shea: Next item after 9(a) is 9(b),
6 executive director announcements.

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

8 Mr. Shea: And last but not least, is the
9 motion to adjourn. And once again, for the record,
10 the next meeting for the Board of Commissioners will
11 be Wednesday, September 20th at 5:00 p.m. at the
12 Mercier Center, which is one week extra ahead of, I
13 should say, September 13th.

14 And so with that being the case, the motion
15 to adjourn by Commissioner Rodney Elliott and
16 seconded by Commissioner Mony Var, the motion to
17 adjourn, the clerk will call the roll.

18 Mr. Chhan: Chairman Shea.

19 Mr. Shea: Yes.

20 Mr. Chhan: Vice Chairman Mony Var.

21 Mr. Var: Yes.

22 Mr. Chhan: Commissioner Bernes.

23 Ms. Bernes: Yes.

24 Mr. Chhan: Commissioner Marr.

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Mr. Marr: Yes.

Mr. Chhan: Commissioner Elliott.

Mr. Elliott: Yes.

Mr. Chhan: That's five yeas, motion
carried. Adjourned.

(Whereupon the Board of Commissioner's
meeting concluded at 5:56 p.m.)

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