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LOWELL HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
APRIL 17, 2024

Mercier House  
21 Salem Street  
Lowell, Massachusetts

-- Reported by Jacqueline P. Travis, RPR, CSR --

1 Board of Commissioners:

2 Mony Var, Chairman

3 Rodney Elliott, Vice Chairman (absent)

4 Philip L. Shea, Commissioner

5 Joanie L. Bernes, Commissioner

6 Matt Marr, Commissioner

7

8

9 Lowell Housing Committee:

10 Tha Chhan, Executive Director

11 Sherry Giblin, Chief Financial Officer

12 Brian Akashian, General Counsel

13

14 Presentations by:

15 Tha Chhan, Director of Leased Housing

16 Dennis Mercier, Management/Facilities Director

17 Alisen Purtell, Chief Admissions Officer

18 Jonathan Goldfield, Capital Asset Director

19 Laura Watts, Capital Asset Manager

20 Rita Brousseau, Chief Procurement Officer

21

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

1  
2 Mr. Var: Hello, everyone. I would like to  
3 call the meeting to order.

4 Mr. Shea: The clerk will call the roll.

5 Mr. Var: Let's start with approving the  
6 minutes from the Lowell Housing Authority Board of  
7 Commissioners annual meeting held on March 7, 2024.  
8 The clerk will call the roll.

9 Mr. Chhan: Chairman Mony Var.

10 Mr. Var: Here.

11 Mr. Chhan: Vice Chair Elliott.

12 Commissioner Bernes.

13 Ms. Bernes: Here.

14 Mr. Chhan: Commissioner Shea.

15 Mr. Shea: Present.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Here.

18 Mr. Chhan: Four yeas, one absent.

19 Mr. Var: Any resident correspondence?

20 Mr. Chhan: There is no resident  
21 correspondence, Mr. Chairman.

22 Mr. Var: Next item on the agenda, resident  
23 organization.

24 Mr. Chhan: There is no resident

1 organization either.

2 Mr. Var: Subcommittee report? Any  
3 subcommittee report?

4 Mr. Chhan: There's no subcommittee report  
5 either, Mr. Chairman.

6 Mr. Var: Item Number 5, financial audit  
7 report. I'd like to welcome our chief --

8 Mr. Shea: What item are you on? We have to  
9 do --

10 Mr. Var: Sorry, I forget.

11 I would like to go back to Item Number 1,  
12 approve the minutes from the Lowell Housing Authority  
13 Board of Commissioners, motion by Commissioner Shea,  
14 seconded by Commissioner Marr. The clerk will call  
15 the roll, please.

16 Mr. Chhan: Chairman Var.

17 Mr. Var: Yes.

18 Mr. Chhan: Vice Chair Elliott.

19 Commissioner Bernes.

20 Ms. Bernes: Yes.

21 Mr. Chhan: Commissioner Shea.

22 Mr. Shea: Yes.

23 Mr. Chhan: Commissioner Marr.

24 Mr. Marr: Yes.

1           Mr. Chhan: Four yeas, one absent. Motion  
2 carried.

3           Mr. Var: I'll resume, Item Number 5,  
4 finance and audit report. I'd like to invite Ms.  
5 Giblin, Chief Financial Officer, to present the  
6 financial report to the full board.

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

8           The Authority's operating statement for the  
9 period ending February 29th, 2024 were provided to  
10 the Board for their review. Our four federal AMPs  
11 remain revenue producing through February. However,  
12 we did see a decrease in operating gains of 168,000.  
13 This is mainly due to the decrease in operating  
14 subsidiary.

15           Rent across all four AMPs remain over  
16 budget. Subsidiary is under budget through February.  
17 Operating fund proration remains at 87 percent and is  
18 anticipated to remain until June.

19           Solar net meter credit revenue is under  
20 budget due to the reversal of prior year accruals.  
21 This is entirely a timing issue and will correct  
22 itself. Net meter credit rates remain at 27 cents in  
23 February. This exceeds budgeted rates of 25 cents.

24           Expenses across three of the four federal

1 AMPs are within budget tolerance through February,  
2 with most expenses well below budgeted estimates.  
3 Again, this is not indicative of true savings, but  
4 timing issues of larger contracts, utilities,  
5 quarterly obligations, and year-end activity.

6 Utilities remain under budget at the end of  
7 February. Our maintenance lines are under budget in  
8 all categories across all major programs except for  
9 AMP 3. AMP 3 is realizing budget overruns in  
10 maintenance labor and contracts. Insurance and  
11 benefits are within budget tolerance. And our other  
12 general expense category is also under budget across  
13 all AMPs due to collection loss deferral until year  
14 end.

15 The 667-2B Concord River Mills program is  
16 revenue producing to date. This program saw an  
17 increase in operating gains of 18,000 in February.

18 Our state consolidated program is realizing  
19 a net loss through February. This loss is due to  
20 OPEB expenses that are not budgeted per state budget  
21 guidelines.

22 Our central office program is realizing a  
23 net loss in February in line with budgeted estimates.

24 The Section 8 program is also realizing a



1 net loss through February in line with budgeted  
2 estimates.

3 At this time I'll open it up to any  
4 questions from the Board.

5 Mr. Var: Any questions from the Board?

6 Mr. Shea: Mr. Chairman, I have a question.

7 Thank you very much for that report. Would  
8 you just in brief summary tell us overall the  
9 conditions of the -- of the federal accounts, the  
10 grant accounts with respect to -- I know there was  
11 one account that we were running really low on and we  
12 were transferring employees, could you just briefly  
13 tell the Board a little bit about how we're doing  
14 with respect to the federal grant programs?

15 Ms. Giblin: So right now our four federal  
16 AMPs are all in line with budgeted estimates. Most  
17 of them are exceeding budgeted estimates to date.  
18 The only AMP that we see some concern at this point  
19 is AMP 3, and that's mainly due to the significant  
20 amount of vacancies we're seeing over there, and also  
21 the elevator issues that we've been experiencing at  
22 AMP 3 which is causing a lot of overtime that's  
23 required over there.

24 Again, we're looking into alternative

1 situations to handle vacancies over there, and we  
2 will keep the Board apprised of that. But we're  
3 keeping a close eye on that AMP.

4 Mr. Shea: Thank you very much for that  
5 answer. Thank you, Mr. Chair.

6 Mr. Var: Motion by Joanie Bernes and  
7 seconded by Commissioner Shea to accept the report.  
8 The clerk will call the roll call.

9 Mr. Chhan: Chairman Var.

10 Mr. Var: Yes

11 Mr. Chhan: Vice Chair Elliott.

12 Commissioner Bernes.

13 Ms. Bernes: Yes.

14 Mr. Chhan: Commissioner Shea.

15 Mr. Shea: Yes.

16 Mr. Chhan: Commissioner Marr.

17 Mr. Marr: Yes.

18 Mr. Chhan: Four yeas, one absent. Motion  
19 carries.

20 Mr. Var: Report from the chair. I have a  
21 request, separate request from the former chairman.  
22 Please, Mr. Former Chairman. You're really my  
23 chairman, so.

24 Mr. Shea: Thank you very much,

1 Mr. Chairman, for acknowledging me. For the record,  
2 I just want to make a statement. I've given our  
3 stenographer a copy of my statement, and it's a  
4 statement I'll be sending to the city hall in the  
5 next day. And as everything in life, all good things  
6 have to come to an end, and I've had an enjoyable  
7 five years, but -- five years and two months being a  
8 member of the Board of Commissioners, and it's now  
9 time for me to step aside.

10 So with that being the case, tomorrow I'll  
11 be presenting to city hall the following letter of  
12 resignation. I write in the letter, and I want it to  
13 be part of the record, I write to Manager Golden,  
14 "Effective Thursday, April 18, 2024, I am resigning  
15 from my position as a member of the Board of  
16 Commissioners of Lowell Housing Authority.

17 It has been my honor and pleasure to serve  
18 the City of Lowell in this capacity for over five  
19 years. I would like to thank former City Manager  
20 Eileen Donohue for my initial appointment in  
21 February 2019.

22 Furthermore, I would like to thank all of  
23 the members of the Lowell City Council for their  
24 assistance and support in helping the Authority solve

1 some difficult financial situations that we had to  
2 address together.

3 In conclusion, I hope history will show that  
4 my contribution assisted with the betterment of over  
5 5,000 residents of the Authority, and also empowered  
6 the Lowell Housing Authority employees with the  
7 proper respect they deserve in carrying out their  
8 everyday work activities.

9 Best regards, Philip Shea."

10 And that will be given to the city clerk  
11 tomorrow morning, and also be given to the city  
12 manager. And I wanted that to be entered into the  
13 record. And thank you, Mr. Chairman, for letting me  
14 put that in the record. Thank you.

15 Mr. Var: I'd like to thank you for all my  
16 colleague and their trust and confidence. I am very  
17 humble to accept the responsibility of chair of the  
18 Lowell Housing Authority. My priority will be to  
19 carry out the duties of the agency with the same  
20 level of commitment and dedication that -- of my  
21 predecessor, the legendary Philip Shea.

22 I took -- I look forward for serving our  
23 residents and serving our agency's goal with the  
24 enthusiasm that they so deserve. And it's going to

1 be a tough task for me to follow, so thank you so  
2 much. I have the utmost respect and admiration for  
3 you, Mr. Chairman. You will always be my chairman.  
4 Thank you.

5 (Applause.)

6 Okay, number 6, on report of the executive  
7 director.

8 Mr. Chhan: Well, I'd like to go to the  
9 podium at this time. One time.

10 Thank you, Mr. Chairman. Well, before I get  
11 to my report I'd like to take this opportunity to  
12 acknowledge an individual that's sitting among us  
13 that I have the -- for whom have I the utmost respect  
14 for and had the honor and the privilege to work  
15 closely with during his tenure as the chairman of the  
16 Lowell Housing Authority board, and that is  
17 Commissioner Philip Shea right now.

18 Commissioner, during your tenure you're not  
19 just the -- you're not just my superior, but you also  
20 my mentor. And from the bottom of my heart I thank  
21 you for your guidance and your support. You are a  
22 true leader. And your leadership, an example, you  
23 set a purpose, an optimist within our agency. You  
24 will be missed. Your legacy is one of the

1 accomplishments and respect for all in the workplace.

2 So on behalf of the Lowell Housing Authority  
3 team I would like to take this opportunity to express  
4 my sincere and deepest gratitude for your  
5 contribution to our mission and your positive  
6 environment -- the positive environment that you  
7 helped create within our workplace. Thank you very  
8 much.

9 (Applause.)

10 And I have only one report, and I'm going to  
11 try to be really brief. What I want to do is to  
12 provide the Board with an update on the Merrimack  
13 Street corridor project. Okay? Thanks to Sherry and  
14 Rita and the whole team, Laura and everyone, we were  
15 able to put out the request for proposal on  
16 April 4th. And the due date for that to come back is  
17 June 14th. Did I get the date right, Rita?  
18 June 14th. So it's going to have more time.

19 And we had 28 people download that request  
20 for proposal for the -- so technically the proposal  
21 is to seek development partner. And yesterday we did  
22 a pre-bid meeting. There's six representative from  
23 -- well, potential applicant came in to a pre-bid  
24 meeting, and I was pretty optimistic that we will get

1 application. That's what I'm hoping for.

2 So far so good. That's what I wanted to do,  
3 give an update. Thank you.

4 Mr. Var: Any question anyone? Is there any  
5 questions? No. Motion by Mr. Shea and second by  
6 Joanie Bernes, and the clerk will call the roll,  
7 please.

8 Mr. Chhan: Chairman Var.

9 Mr. Var: Yes.

10 Mr. Chhan: Vice Chair Elliott.

11 Commissioner Bernes.

12 Ms. Bernes: Yes.

13 Mr. Chhan: Commissioner Shea.

14 Mr. Shea: Yes.

15 Mr. Chhan: Commissioner Marr.

16 Mr. Marr: Yes.

17 Mr. Chhan: Four yeas, one absent. Motion  
18 carried.

19 Mr. Var: Next item, Item 7.1.1, motion to  
20 approve the LHA tenant selection plan for Concord  
21 River Mill, 50 Stackpole Street, Lowell,  
22 Massachusetts 01852. Mr. Director.

23 Mr. Chhan: Thank you. Well, this is a  
24 selection -- an attendance selection plan for multi-

1 family. Let me try to be really brief.

2 Lowell Housing Authority administer two  
3 major programs, federal and state. And under federal  
4 we have public housing and we have mixed housing,  
5 which is Section 8.

6 Under state we have state housing and we  
7 have multi-family. However, the building that's  
8 situated on 50 Stackpole Street, Concord Mill River,  
9 that is not public housing and that is not state  
10 housing. It's called multi-family. Function like a  
11 Section 8 program. So we also administered that, and  
12 that required a specific tenant selection plan, which  
13 is completely different from federal housing, runs  
14 similar to state housing, different from -- runs  
15 similar to Section 8 program regulation and criteria,  
16 but different from state and federal. So it's a  
17 completely different program that required a separate  
18 tenant selection plan.

19 We don't have that before. Right now we  
20 have to have it in place so that if there is anyone  
21 that come in and say do you have a tenant selection  
22 plan, we do. That's why I'm seeking your approval  
23 today. Thank you.

24 Mr. Var: Any comment? Any questions?



1 Mr. Shea: Motion.

2 Mr. Var: Motion by Commissioner Marr and  
3 seconded by Commissioner Shea. Commissioner Philip  
4 Shea. The clerk will call the roll, please.

5 Mr. Chhan: Chairman Var.

6 Mr. Var: Yes.

7 Mr. Chhan: Vice Chair Elliott.

8 Commissioner Bernes.

9 Ms. Bernes: Yes.

10 Mr. Chhan: Commissioner Shea.

11 Mr. Shea: Yes.

12 Mr. Chhan: Commissioner Marr.

13 Mr. Marr: Yes.

14 Mr. Chhan: Four yeas, one absent. Motion  
15 carried.

16 Mr. Var: Next Item, 7.1.2, motion to  
17 approve the LHA amendment of the LHA snow removing  
18 policy. Mr. Director, any?

19 Mr. Chhan: I defer to director of  
20 management and facilities.

21 Mr. Var: Dennis Mercier.

22 Mr. Mercier: Mr. Chairman, Commissioners.  
23 We recently, as a team, looked over the policies,  
24 some of the policies that we have at the Housing

1 Authority. Some of them we found are outdated and  
2 really didn't apply to today's things. Some of these  
3 are actually eight, nine years old.

4 So we looked at the policies and we revised  
5 them, and we're looking for approval of the Board.  
6 And I can answer any question you have about it.

7 Mr. Var: Any questions? Commissioner Shea  
8 approval and seconded by Commissioner Marr. The  
9 clerk will call the roll, please.

10 Mr. Chhan: Chairman Var.

11 Mr. Var: Yes.

12 Mr. Chhan: Vice Chair Elliott.

13 Commissioner Bernes.

14 Ms. Bernes: Yes.

15 Mr. Chhan: Commissioner Shea.

16 Mr. Shea: Yes.

17 Mr. Chhan: Commissioner Marr.

18 Mr. Marr: Yes.

19 Mr. Chhan: Four yeas, one absent. Motion  
20 carried.

21 Mr. Var: Next Item, 7.1.3, motion to  
22 approve LHA amendment to air conditioning policy.  
23 The chair recognize Dennis Mercier.

24 Mr. Mercier: Thank you. Once again, this

1 is another one of the policies. On this one here,  
2 it's probably about ten years old. We adjusted the  
3 price a little. We went up slightly, from \$30 for  
4 the year to \$40 for the elderly. And we went up  
5 slightly on the family thing, which was \$60, we went  
6 up to \$80 a year. It's still -- the Housing  
7 Authority recoups a little money for electricity  
8 used, and it's not really a hard hit on the families.  
9 We're looking for approval of that policy also.

10 Mr. Var: Any questions? Motion by  
11 Commissioner Joanie Bernes, seconded by Commissioner  
12 Shea for approval. Please call the roll.

13 Mr. Chhan: Chairman Var.

14 Mr. Var: Yes.

15 Mr. Chhan: Vice Chair Elliott.  
16 Commissioner Bernes.

17 Ms. Bernes: Yes.

18 Mr. Chhan: Commissioner Marr.

19 Mr. Marr: Yes.

20 Mr. Chhan: Four yeas, one absent. Motion  
21 carried.

22 Mr. Var: Item Number 7.1.4, motion to  
23 approve the LHA amendment of the maintenance charge  
24 for the services policy. Any questions? Any

1 comment? Dennis.

2 Mr. Mercier: It's like the other policies,  
3 we adjusted them. This one mainly was -- we were  
4 still using a labor charge from about six years ago.  
5 We adjusted the labor charge, and all the cost and  
6 materials is the same. So it's just an adjustment of  
7 the policy on how much per hour if you charge the  
8 tenants.

9 Mr. Shea: Mr. Chairman, I have -- it's  
10 pretty basic, isn't it?

11 Mr. Mercier: Yes, it is. It's all -- the  
12 material costs is whatever it's going to cost us to  
13 do it. It's mostly for people that do damage to the  
14 apartments. And the adjustment of the hourly rate is  
15 only because the hourly rate keeps going up, and it  
16 hasn't been adjusted in a few years.

17 Mr. Shea: Thank you very much.

18 Mr. Mercier: Pretty standard.

19 Mr. Var: Motion by Commissioner Shea and  
20 seconded by Commissioner Joanie Bernes. The clerk  
21 will call the roll.

22 Mr. Chhan: Chairman Var.

23 Mr. Var: Yes.

24 Mr. Chhan: Vice Chair Elliott.

1 Commissioner Bernes.

2 Ms. Bernes: Yes.

3 Mr. Chhan: Commissioner Shea.

4 Mr. Shea: Yes.

5 Mr. Chhan: Commissioner Marr.

6 Mr. Marr: Yes.

7 Mr. Chhan: Four yeas, one absent. Motion  
8 carried.

9 Mr. Var: Next item, 7.1.5, motion to  
10 approve the LHA amendment of the heat and smoke and  
11 carbon monoxide detector information. Any question?  
12 Any comment on that?

13 Mr. Mercier: I can give a brief update. We  
14 only changed this part of this, because labor on here  
15 generally is to -- might be assault and battery,  
16 smoke detectors, and there's no written real policy  
17 if they actually removed the smoke detector and threw  
18 it away or something like that, so we just adjusted  
19 the policy. So that's all inclusive of disconnecting  
20 it and throwing it away.

21 Mr. Var: Any questions? Motion by  
22 Commissioner Marr, seconded by Joanie Bernes. The  
23 clerk will call the roll.

24 Mr. Chhan: Chairman Var.

1 Mr. Var: Yes.

2 Mr. Chhan: Vice Chair Elliott.

3 Commissioner Bernes.

4 Ms. Bernes: Yes.

5 Mr. Chhan: Commissioner Marr.

6 Mr. Marr: Yes.

7 Mr. Chhan: Commissioner Shea.

8 Mr. Shea: Yes.

9 Mr. Chhan: Four yeas, one absent. Motion  
10 carried.

11 Mr. Var: Item 7.1.6, motion to approve the  
12 increase of federal housing and Section 8 income  
13 limit. Comments? Alisen. The chair recognizes  
14 Alisen.

15 Ms. Purtell: Alisen Purtell. Thank you.

16 In front of you today are the HUD 2024  
17 income limits for the City of Lowell. The 2024  
18 income limits have approximately increased  
19 3.7 percent based on last years' figures. These  
20 income limits allow the agency to help determine  
21 income eligibility and continued eligibility for all  
22 of our Housing Choice Voucher programs and our public  
23 housing program. Any questions?

24 Mr. Var: Motion by Commissioner Shea,

1 seconded by Joanie Bernes.

2 Ms. Purtell: Thank you.

3 Mr. Var: The clerk will call the roll.

4 Mr. Chhan: Chairman Var.

5 Mr. Var: Yes.

6 Mr. Chhan: Vice Chair Elliott.

7 Commissioner Bernes.

8 Ms. Bernes: Yes.

9 Mr. Chhan: Commissioner Shea.

10 Mr. Shea: Yes.

11 Mr. Chhan: Commissioner Marr.

12 Mr. Marr: Yes.

13 Mr. Chhan: Four yeas, one absent.

14 Mr. Var: Next Item 7.1.7, motion to approve  
15 the OSHA exposure control plan. The chair recognizes  
16 Dennis Mercier.

17 Mr. Mercier: This came from, again, an  
18 inspection from OSHA a few months ago, which is a  
19 preventative thing that we need, the housing  
20 authorities, and we were informed at the time that we  
21 didn't have an OSHA exposure control plan. So we all  
22 worked together drawing that up, the whole team. We  
23 worked very closely with Glenn from the OSHA  
24 department, and we put together a policy that shows

1 what the Housing Authority does to protect their  
2 maintenance staff and their regular staff, you know,  
3 PPE, masks and gloves, and it's actually been  
4 approved by the OSHA as a solid plan. And we're  
5 looking for approval of the Board to go forward with  
6 it and put it into our statement.

7 Mr. Var: Motion by Commissioner Marr,  
8 seconded by Commissioner Joanie Bernes. The clerk  
9 will call the roll.

10 Mr. Chhan: Chairman Var.

11 Mr. Var: Yes.

12 Mr. Chhan: Vice Chair Elliott.

13 Commissioner Bernes.

14 Ms. Bernes: Yes.

15 Mr. Chhan: Commissioner Marr.

16 Mr. Marr: Yes.

17 Mr. Chhan: Commissioner Shea.

18 Mr. Shea: Yes.

19 Mr. Chhan: Four yeas, one absent.

20 Mr. Var: Okay. Next Item, 7.1.8, motion to  
21 authorize Tha Chhan in his capacity as Executive  
22 Director of the Authority to execute and deliver on  
23 behalf of the Authority a certificate award and  
24 resolution to withdraw land and improvements from the



1 Walker Street Estate Condos.

2 I do recognize the Director for comment on  
3 that one, 7.1.8. Oh, Jonathan? Sorry.

4 Mr. Goldfield: Thank you, Mr. Chairman.  
5 Jonathan Goldfield, for the record.

6 So this is a technical correction to  
7 essentially the deed at the Registry of Deeds. When  
8 the building was basically sold to the Lowell Housing  
9 Authority back in 1987, they didn't correct the deed  
10 when they executed it as a condominium trust. So for  
11 us to be able to enter into any legal documentation,  
12 say if we need an easement, for example, for National  
13 Grid, that takes place in our memo, Attorney Murphy  
14 and his office has created a document that once you  
15 vote, we'll notarize with the Director giving him  
16 power to transfer the property into the proper  
17 quitclaim deed that I believe it needs to be in, and  
18 basically liquidate the trust which really doesn't  
19 exist. It's sort of what we call legal fiction,  
20 right? It doesn't really exist, but basically 189  
21 Market Street is a condominium as far as the law is  
22 concerned, and we need to correct that. And that's  
23 what this vote is for tonight.

24 Mr. Var: Commissioner Shea.

1           Mr. Shea: Thank you very much for the  
2 remarks. I just wanted to -- in your -- in preparing  
3 this memo for us you had a -- you had a conversation,  
4 I take it, with Kevin Murphy.

5           Mr. Goldfield: Yes.

6           Mr. Shea: To make sure that this was --  
7 that we're going down the right direction. It's a  
8 complex issue.

9           Mr. Goldfield: Correct.

10          Mr. Shea: It's not an easy issue to  
11 understand. And we'll just let it go. I just wanted  
12 to put that in the record. I wondered if our general  
13 counsel had any comment on Item 7.1.8.

14          Mr. Akashian: So when this property was  
15 originally transferred to the Lowell Housing  
16 Authority it should've been taken out of it's title  
17 as a condominium. It should've been just transferred  
18 as a building here. So after nearly 30 years, it's  
19 going to be done. And we prepared the paperwork to  
20 have it be done.

21          Mr. Shea: And part of this Board just  
22 continues to process.

23          Mr. Akashian: Correct.

24          Mr. Goldfield: And it will give Tha the

1 power to execute the documents to do that.

2 Mr. Shea: Thank you very much, Jonathan,  
3 and also to Attorney Akashian.

4 Mr. Var: Motion to approve by Commissioner  
5 Shea and seconded by Commissioner Marr. The clerk  
6 will call the roll.

7 Mr. Chhan: Chairman Var.

8 Mr. Var: Yes.

9 Mr. Chhan: Vice Chair Elliott.  
10 Commissioner Bernes.

11 Ms. Bernes: Yes.

12 Mr. Chhan: Commissioner Marr.

13 Mr. Marr: Yes.

14 Mr. Chhan: Commissioner Shea.

15 Mr. Shea: Yes.

16 Mr. Chhan: Four yeas, one absent.

17 Mr. Var: Next item, 7.1.9, motion to accept  
18 the closeout document for 10 -- for 160105 mod phase,  
19 576-610 Lakeview Avenue, with supporting document on  
20 behalf of New England Builders and Contractors, Inc.  
21 The chair recognizes Laura watts. Thank you.

22 Ms. Watts: Good evening, everyone. The  
23 first thing I would like to do is read into the  
24 record the final amount for this contract will be

1 \$150,006.77. So that's one five zero zero zero six  
2 point seventy-seven.

3 So this marks the closeout of a three-year  
4 and \$3 million endeavor on Lakeview Ave. A beautiful  
5 project. We couldn't be happier with how it came  
6 out. We had part of our local masons as a part of  
7 that team, as well as New England Builders and  
8 Contractors did a fabulous job for us. So we are  
9 pleased to -- we are pleased to present these  
10 closeout documents and ask that you accept the job as  
11 complete.

12 Mr. Var: Any questions?

13 Mr. Shea: I just want to say, for the  
14 record, you just said three years. It seems like  
15 we've been doing it for a long time.

16 Ms. Watts: It takes a lot of people to get  
17 things done well, yes.

18 Mr. Shea: I just want to tell you, for the  
19 record, it seems like yesterday you were up there,  
20 Lakeview Avenue, trying to figure out what to do.  
21 And I just want to say, for the record, thank you  
22 very much for your effort, and the end result is just  
23 about as good as it could be. And I just want the  
24 record to indicate you should be commended for your

1 effort. Thank you very much.

2 Ms. Watts: Thank you.

3 Mr. Var: Motion by Commissioner Philip Shea  
4 and seconded by Commissioner Joanie Bernes. The  
5 clerk will call the roll.

6 Mr. Chhan: Chairman Var.

7 Mr. Var: Yes.

8 Mr. Chhan: Vice Chair Elliott.

9 Commissioner Bernes.

10 Ms. Bernes: Yes.

11 Mr. Chhan: Commissioner Marr.

12 Mr. Marr: Yes.

13 Mr. Chhan: Commissioner Shea.

14 Mr. Shea: Yes.

15 Mr. Chhan: Four yeas, one absent. Motion  
16 carried.

17 Mr. Var: Next Item, 7.1.10, motion to  
18 accept the closeout document for IFB2020-13, North  
19 Common Village pipe replacement, 402-408 Adams  
20 Street, with the supporting document on behalf of  
21 Enterprise Equipment Company, Inc. in the amount of  
22 \$17,733.83. The chair recognizes Laura to comment on  
23 it.

24 Ms. Watts: Yes, thank you. So we are also

1 closing out the project here, right across the  
2 street, for the pipe replacement. This building had  
3 several leaking domestic water pipes and sewerage  
4 pipes. So there's a cluster of five buildings that  
5 needs this sort of work. We chose the worse of the  
6 five, 402 to 408. We learned quite a bit, and we're  
7 going to take those lessons and carry on to the other  
8 four adjacent buildings. So we do ask that you  
9 accept the closeout documents on behalf of this  
10 completed project.

11 Mr. Var: Any questions? Seeing none,  
12 motion to accept by Commissioner Shea and seconded by  
13 Commissioner Marr. The clerk will call the roll.

14 Mr. Chhan: Chairman Var.

15 Mr. Var: Yes.

16 Mr. Chhan: Vice Chair Elliott.

17 Commissioner Bernes.

18 Ms. Bernes: Yes.

19 Mr. Chhan: Commissioner Marr.

20 Mr. Marr: Yes.

21 Mr. Chhan: Commissioner Shea.

22 Mr. Shea: Yes.

23 Mr. Chhan: Four yeas, one absent. Motion  
24 carried.

1 Mr. Var: Next Item, 7.1.11, motion to  
2 approve the contract award recommendation for RFP  
3 2024-1, North Common Village pipe replacement A&E  
4 services to WBL -- BLW Engineering, Inc. in the  
5 amount of 149,500. The chair recognizes Laura.

6 Ms. Watts: Yes, hi. So we purposely put  
7 these two items together. We are closing out the  
8 project we just did, and now we'll be taking all  
9 those lessons we learned and applying that to that  
10 group of surrounding buildings. This is for the  
11 architectural and engineering plans for this next  
12 phase of pipe replacements in North Common Village.

13 Mr. Var: Any questions? If not, motion by  
14 Commissioner Marr and seconded by Commissioner Joanie  
15 Bernes. The clerk will call the roll.

16 Mr. Chhan: Chairman Var.

17 Mr. Var: Yes.

18 Mr. Chhan: Vice Chair Elliott.

19 Commissioner Bernes.

20 Ms. Bernes: Yes.

21 Mr. Chhan: Commissioner Shea.

22 Mr. Shea: Yes.

23 Mr. Chhan: Commissioner Marr.

24 Mr. Marr: Yes.

1           Mr. Chhan: Four yeas, motion carried. One  
2 absent.

3           Mr. Var: Next item, 7.1.12, motion to  
4 approve the capital funding amendment number 16 dated  
5 March 21, 2014, in the additional amount of \$404,185  
6 for total revised CFA of 6,336,644.83. The chair  
7 recognizes Jonathan.

8           Mr. Goldfield: Thank you very much,  
9 Mr. Chairman. So these funding votes come to the  
10 Board several times a year. This is for state  
11 capital improvement program. This is state funding,  
12 not federal, so it's from the Department of Housing,  
13 Executive Office of Housing and Livable Communities.

14           So it's basically putting money back into  
15 our account to pay for several projects, including  
16 our regular funding award that's a portion of this.  
17 Also, the project that Laura just closed at Lakeview  
18 Ave, mod phase, that puts another 186,842 into that  
19 budget. So it doesn't come out of our formula  
20 funding directly. It's grant money. And also,  
21 another project she's working on, another 32,000, and  
22 some other funds for bathroom fans at -- that project  
23 is where, Ware Street? Yes, 22-24 Ware Street is  
24 getting some exterior and interior work.



1           So this funds those projects and allows us  
2 in the incoming fiscal year to expend those funds.  
3 So your vote is requested on this. And Mr. Chairman,  
4 you'll be asked, in your leisure, after this meeting  
5 to electronically sign the document I emailed to you.  
6 And we can talk about that. That's it.

7           Mr. Var: Thank you. Any questions?

8           Mr. Shea: Mr. Chair, I have a question.  
9 Thank you very much, Mr. Chair.

10           Jonathan, would you just explain, for the  
11 record, you worked this out -- would you tell us the  
12 play between you and the Executive Director? He has  
13 to approve all of this.

14           Mr. Goldfield: Ultimately he does, right.  
15 But at this point the chairman -- the chairman is  
16 actually the signatory of the state contract.

17           Mr. Shea: Yes, but I just want to put, for  
18 the record, you and Laura deal with a lot of  
19 projects, and every item that comes before the Board  
20 has been signed off by the Executive Director. And I  
21 think I just want to put that into the record  
22 because, you know, there's a lot of good work here  
23 going on. And I wanted to commend you for your  
24 effort once again. And with that being the case, I

1 make a motion to approve.

2 Mr. Var: Seconded by Commissioner Joanie  
3 Bernes. The clerk will call the roll.

4 Mr. Chhan: Chairman Var.

5 Mr. Var: Yes.

6 Mr. Chhan: Vice Chair Elliott.

7 Commissioner Bernes.

8 Ms. Bernes: Yes.

9 Mr. Chhan: Commissioner Shea.

10 Commissioner Marr.

11 Mr. Marr: Yes.

12 Mr. Shea: Yes.

13 Mr. Chhan: Four yeas, one absent.

14 Mr. Var: Next Item, 7.1.13, motion to  
15 approve 227 Gorham Street elevator replacement IFB  
16 2022-15, closeout document including change order  
17 number two for the time only, an additional 66 days,  
18 and final payment of the retainage, \$44,401.20 to the  
19 New England Builders and Contractors, Inc., Methuen,  
20 Massachusetts. The chair recognizes Jonathan.

21 Mr. Goldfield: Very good. Thank you  
22 Mr. Chairman.

23 Just as Laura has just done with the mod  
24 phase closeout, when we get to the end of a project,

1 before we can expend any remaining funds, which in  
2 this case is just the five percent we hold on every  
3 payment, what we call retainage, we have to come to  
4 the Board and ask for your permission to close the  
5 project out, and we pay the contractor their final  
6 amount of money.

7 We hold that money in case there's something  
8 that we need to, in a sense, force them to do. And  
9 we can hold that money until they do it.

10 In this case everything has been completed.  
11 The punch list has been completed. The elevator is  
12 functioning, so it's -- you know, all new elevators,  
13 they do have some bumps along the road. This one is  
14 operating fine. It looks good and I recommend  
15 approval to close out this contract.

16 Mr. Var: Motion to approve by Commissioner  
17 Shea and seconded by Commissioner Marr. The clerk  
18 will call the roll.

19 Mr. Chhan: Chairman Var.

20 Mr. Var: Yes.

21 Mr. Chhan: Vice Chair Elliott.

22 Commissioner Bernes.

23 Ms. Bernes: Yes.

24 Mr. Chhan: Commissioner Shea.

1 Mr. Shea: Yes.

2 Mr. Chhan: Commissioner Marr.

3 Mr. Marr: Yes.

4 Mr. Chhan: Four yeas, one absent.

5 Mr. Var: Next item, 7.1.14, motion for the  
6 Executive Director to negotiate and execute the  
7 geothermal energy demonstration programs service  
8 agreement for the geothermal pilot project at 189  
9 Walker Street with the National Grid.

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

11 Mr. Goldfield: If you need me to, this is  
12 my item as well, I certainly can.

13 Mr. Shea: Okay.

14 Mr. Var: Motion to approve by Joanie Bernes  
15 and seconded by Philip Shea. The clerk call the  
16 roll.

17 Mr. Chhan: Chairman Var.

18 Mr. Var: Yes.

19 Mr. Chhan: Vice Chair Elliott.

20 Commissioner Bernes.

21 Ms. Bernes: Yes.

22 Mr. Chhan: Commissioner Shea.

23 Mr. Shea: Yes.

24 Mr. Chhan: Commissioner Marr.

1 Mr. Marr: Yes.

2 Mr. Chhan: Four yeas, one absent.

3 Mr. Var: Next item, 7.1.15, motion to  
4 approve contract award recommendation for EOHLIC  
5 project 160113 to DJ & D Construction, Inc. in the  
6 amount of 159,000. The Chair recognizes Rita.  
7 Laura.

8 Ms. Watts: Hello. Yes, this is for the  
9 replacement of a few scattered state roofs, such as  
10 the upper Lakeview sites, the two buildings that were  
11 not involved in the fire. Those roofs will be  
12 replaced, as well as the roof on -- forgive me, I  
13 think it's Pleasant Street, but I always get Pleasant  
14 and Concord mixed up. That development that's back  
15 to back, one set of those buildings will be having  
16 the roofs replaced as well.

17 Mr. Var: Any questions?

18 Mr. Shea: I just have a question. Just for  
19 the record, could you give us a comment about the  
20 bids? If you look at -- if you look at the last page  
21 -- I was just curious as to -- the awarding bids, I  
22 was looking at those. There was a bid submitted for  
23 257,000. What did the -- what did the group --  
24 what's the -- in this the group from Oxford, Mass

1 that we have, why would there be a \$100,000  
2 difference? Was it just a bid? Give us your thought  
3 process on that.

4 Ms. Watts: So there are different  
5 strategies to bidding. Someone who does a lot of  
6 work with -- so these are roof projects that pretty  
7 much a lot of our portfolio are cookie cutters. So  
8 what you'll see here for this state project, other  
9 buildings and other, you know, cities will have  
10 similar. So a contractor like JD & D Construction  
11 does a lot of work for DHCD or now EOHLC. So they  
12 probably have it very formulaic as to they've got it  
13 down to a rhythm. Other bidders, there's a little  
14 more shooting from the hip. Like I would do it for  
15 this amount of money, but I'm not going to roll out  
16 an out of bed at 5:30 and with an entire crew for  
17 less than a certain amount of dollars.

18 So it really is -- sometimes they throw a  
19 crazy number out there hoping they'd get it because  
20 they would do it for that amount or, you know,  
21 there's really a little bit of ...

22 Mr. Shea: I was just curious. A bunch of  
23 years you hear about the cost of everything going up.  
24 But it just seems to me \$100,000 over what was

1 awarded, seems a little hard to reach.

2 Ms. Watts: And sometimes they'll get it.  
3 Like if it's a bad bid cycle, and especially this  
4 time of year where people are really -- their feet  
5 are to the fire to obligate and expend their funds.  
6 You know, if they don't have healthy bidding then  
7 someone may pay that much above market value, because  
8 that's what the bidding -- you know, the bidding pool  
9 gave them.

10 So we're very fortunate that our projects  
11 are very well advertised and bid. It speaks a lot to  
12 our procurement process and the team as a whole, that  
13 we pull in good contractors that want to work for us.

14 Mr. Shea: And JD & D, they've done work for  
15 us before?

16 Ms. Watts: They -- you know what, it's  
17 really funny, I found their name on a bid sheet today  
18 that's over ten years old, and they lost it because  
19 Folan and one other bidder had the same exact bid for  
20 \$53,000, and then they were the next highest. And  
21 that may have been the one that you had to solve with  
22 a coin flip. And, you know, it's interesting. It's  
23 always exciting when we have bid openings, because  
24 you just -- you're fascinated by what people come up

1 with and how two bidders can end up on the same exact  
2 numbers sometimes.

3 Mr. Shea: Well, congratulations. Thank  
4 you, Mr. Chairman. I move for approval.

5 Mr. Var: Motion by Commissioner Shea,  
6 seconded by Commissioner Marr. The clerk will call  
7 the roll.

8 Mr. Chhan: Chairman Var.

9 Mr. Var: Yes.

10 Mr. Chhan: Vice Chair Elliott.

11 Commissioner Bernes.

12 Ms. Bernes: Yes.

13 Mr. Chhan: Commissioner Shea.

14 Mr. Shea: Yes.

15 Mr. Chhan: Commissioner Marr.

16 Mr. Marr: Yes.

17 Mr. Chhan: Four yeas, one absent.

18 Mr. Var: Next item, 7.1.16, motion to  
19 approve contract recommendation for IFB 24 --  
20 2024-4A, Technology, Inc. technology in the amount of  
21 \$321,593. Dennis.

22 Mr. Mercier: If I may, Mr. Chair. Just a  
23 brief background. The Housing of Urban Development  
24 has changed their inspection protocols from the React



1 inspections to what they call Enspire. Part of their  
2 new regulations is they want smoke detectors in every  
3 bedroom in public housing. It's pretty much a  
4 mandate that it has to be done. They do have to the  
5 end of the year to complete it. We're looking at  
6 2,500 different bedrooms having smoke detectors. So  
7 this bid was to get a company to purchase the smoke  
8 detectors and to install them for us. And they have  
9 ten-year CO smoke detectors. And that will bring us  
10 in compliance. By January 1st, 2025 they're going to  
11 start scoring us on that. And every year when coming  
12 to inspection, if we don't have them, that will  
13 affect our scores which is our financing and our FAS  
14 scores.

15 So we went out to bid and this was the  
16 lowest bidder, the responsible bidder. And we're  
17 hoping the Board will approve this so we can move  
18 forward with the project.

19 Mr. Var: Any questions?

20 Mr. Shea: I have a comment. Thank you very  
21 much, Dennis. I just want to take this opportunity,  
22 for the record, to indicate since this is my last  
23 meeting, I was away and we get back on Friday night,  
24 and on Saturday I found out about 130 -- 241 Gorham

1 Street, the elevators going down over there the other  
2 night. And I went over there to see you guys and  
3 luckily -- I found out that you were there earlier,  
4 but I just want the record to indicate I want to  
5 thank you for your effort. I know that it's been  
6 nothing but a nightmare over there on Gorham Street,  
7 the elevators. When you see that building -- those  
8 buildings were built in 1958. I guess what you  
9 expect. And so, you know, I just want the record to  
10 indicate that I applaud your action on behalf of the  
11 Housing Authority in trying to alleviate the pain and  
12 suffering, particularly of the residents, because  
13 that's what we care about.

14 I just figured we should put that into the  
15 record and let you know that the Board appreciates  
16 your efforts.

17 Mr. Mercier: Thank you very much. We  
18 appreciate it. It was a great team effort. There  
19 was a lot of employees involved. Thank you.

20 Mr. Var: Motion to recommend by  
21 Commissioner Shea, seconded by Joanie Bernes. The  
22 clerk will call the roll.

23 Mr. Chhan: Chairman Var.

24 Mr. Var: Yes.

1 Mr. Chhan: Vice Chair Elliott.

2 Commissioner Bernes.

3 Ms. Bernes: Yes.

4 Mr. Chhan: Commissioner Shea.

5 Mr. Shea: Yes.

6 Mr. Chhan: Commissioner Marr.

7 Mr. Marr: Yes.

8 Mr. Chhan: Four yeas, one absent.

9 Mr. Var: Next item, 7.1.17, motion to  
10 approve contract award recommendation for IFB 2024-  
11 6, 145 and 183 Gorham Street elevator upgrade to  
12 Enterprise Equipment Company, Inc. in the amount of  
13 1,691,872. The Chair recognizes Rita.

14 Ms. Brousseau: Good evening. I left on  
15 each of your desks a change to the motion.

16 Mr. Var: Yes.

17 Ms. Brousseau: Late this afternoon one of  
18 our house sub-bidders in the electrical category for  
19 this project withdrew their bid. They said that  
20 there was a -- there was a mistake in their bid and  
21 they wanted to withdraw. So there is a slight  
22 increase to the total amount of the contract, as we  
23 took the next lowest filed sub-bidder in the  
24 electrical category. That is going to amount to

1 \$69,910 difference between what I originally put in  
2 the motion and what it is now. So I'd like to amend  
3 that motion to read \$1,691,872 even. This increase  
4 still -- this vendor is still the low bidder, even  
5 with this increase.

6 Mr. Var: Any questions?

7 Mr. Shea: There's a motion to amend and a  
8 motion made to accept.

9 Mr. Var: So I have to make two motions, to  
10 amend and accept?

11 Mr. Akashian: No, you don't have to amend  
12 the motion, you can just -- because all you did was  
13 call the roll. You just have to make a motion to  
14 accept it at that amount.

15 Mr. Var: Okay. Motion to accept by  
16 Commissioner Shea, and seconded by Commissioner Marr.  
17 The clerk will call the roll.

18 Mr. Akashian: Mr. Chair, I would just make  
19 sure that you articulate the amount.

20 Ms. Giblin: He did in the original motion.  
21 He used the correct amount.

22 Mr. Akashian: He used the correct amount.  
23 Okay.

24 Mr. Var: Yes, I had the revised motion.

1 Ms. Giblin: It was the correct amount.

2 Mr. Var: The clerk will call the roll.

3 Mr. Chhan: Chairman Var.

4 Mr. Var: Yes.

5 Mr. Chhan: Vice Chair Elliott.

6 Commissioner Bernes.

7 Ms. Bernes: Yes.

8 Mr. Chhan: Commissioner Marr.

9 Mr. Marr: Yes.

10 Mr. Chhan: Commissioner Shea.

11 Commissioner Shea. Commissioner Shea.

12 Mr. Shea: Pardon me? No, I was just  
13 talking to the chairman.

14 Mr. Chhan: Yes, Commissioner Shea. We need  
15 your vote.

16 Mr. Shea: Pardon me?

17 Mr. Var: We need your vote.

18 Mr. Chhan: Roll call.

19 Mr. Shea: I'm sorry. I've been talking so  
20 much up here. Thank you very much. Roll call, I  
21 vote yes.

22 Mr. Chhan: Four yeas, one absent.

23 Mr. Var: Next item, old business.

24 Mr. Chhan: There's no old business,

1 Mr. Chairman.

2 Mr. Var: Any new business? Item 9, motion  
3 of Board member? Any motion on the Board of  
4 Commissioners?

5 Mr. Chhan: There's no motion from the Board  
6 commissioners, Mr. Chairman.

7 Mr. Var: And next meeting will be held on  
8 Wednesday, May 8th at 5 o'clock, 2024. Motion to  
9 adjourn by Commissioner Shea and seconded by  
10 Commissioner Marr. The clerk will call the roll.

11 Mr. Chhan: Chairman Var.

12 Mr. Var: Yes.

13 Mr. Chhan: Vice Chair Elliott.  
14 Commissioner Bernes.

15 Ms. Bernes: Yes.

16 Mr. Chhan: Commissioner Shea.

17 Mr. Shea: Yes.

18 Mr. Chhan: Commissioner Marr.

19 Mr. Marr: Yes.

20 Mr. Chhan: Four yeas, one absent. Motion  
21 carried.

22 (Whereupon the Board of Commissioners  
23 meeting adjourned at 5:59 p.m.)

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