

**MINUTES
REGULAR MEETING OF MEMBERS
MEDFORD HOUSING AUTHORITY
JULY 13, 2022**

The members of the Medford Housing Authority Board of Commissioners met in Regular Session on Wednesday, July 13, 2022, at 121 Riverside Avenue, Medford, MA, at 4:30 p.m. The Chair, Lossa Janvier, presiding.

1. Roll Call

Absent

Commissioner Lossa Janvier
Commissioner Caileen Foley
Commissioner James Lister
Commissioner Paul Hollien, Jr.

Commissioner Michael Luongo

Also in attendance: Jeffrey L. Driscoll, Executive Director/Secretary, Michael Pacious, Director of Finance, and Barbara Vivian, Executive Assistant/Transcriptionist.

2. Recite the Pledge of Allegiance

3. Approval of Minutes

a) Annual Meeting held on June 15, 2022

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Foley, it was unanimously voted to approve the Annual meeting minutes held on June 15, 2022.

4. Financials

Michael Pacious, Director of Finance summarized the Agency Wide Operating Statement for eight months ending May, 2022.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, it was unanimously voted to close out the Financial Report.

5. Public Input

A resident from 15 Canal Street, Phillips Building was in attendance. The resident forwarded a letter signed by six (6) residents of that building who objected to the Medford Housing Authority removing the use of a storage areas previously used by residents. The Executive Director explained the storage space was needed for electrical purposes for the installation of a new security system. The Executive Director reported if any space was available after the installation the residents would be made aware of what space could be used for storage.

Upon a Motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to close out Public Input.

6. Executive Director Report

In addition to summarizing the Management Activity Report, the Executive Director spoke to the following:

- The Executive Director noted there were no findings in the audit performed by independent auditor Markum.
- The Medford Housing Authority had a net surplus for 2021 in the amount of \$1,711,084.00 net operating.
- Meetings continue monthly with residents at the Saltonstall and all other sites.
- The MHA continues to meet with Consigli, Construction Manager for the Saltonstall repositioning.
- The MHA is currently in negotiations with Dietz, the architectural firm for the Walkling Court project.
- The housing authority has a number of legal actions going forward. Residents no longer the ability to get funds from the state and are no longer protected.
- The housing authority continues to work with the Medford Police at all sites. They have been very helpful although there was a problem at LaPrise Village on the 4th of July.
- The Executive Director, Director of Finance, and Fee Accountant are in discussions regarding the developing of the budget.
- There has been turnover in staff where three employees have left for other opportunities. A number of openings have been posted and we are reviewing candidates.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Lister, it was unanimously voted to close out the Executive Director Report.

7. New Business

a) Resolution No. 2022-032

Notice of Public Hearing – DHCD Annual Plan FY2023

Consideration of the request of the Executive Director to adopt RESOLUTION NO. 2022-032 approving the Medford Housing Authority's Annual Plan for Fiscal Year 2023 for State Aided-Public Housing with certification by the Executive Director, and subsequent submission to the Commonwealth of Massachusetts Department of Housing and Community Development.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve Resolution No. 2022-032 approving the Medford Housing Authority's Annual Plan for Fiscal Year 2023 for State Aided-Public Housing with certification by the Executive Director, and subsequent submission to the Commonwealth of Massachusetts Department of Housing and Community Development.

b) Resolution No. 2022-033

Consideration of the request by the Executive Director to adopt Resolution No. 2022-033 to approve the Medford Housing Authority's Public FYB 2022 Annual Plan and subsequent submission to the U.S. Department of Housing and Urban Development which submission includes the following:

- PHA Certification of Compliance with the PHA Plans and Related Regulations, and board resolution to accompany the PHA Plan;
- Civil Rights Certification; and
- Certification by state or local office of PHA Consistency with the Consolidated Plan (Executed by Mayor).

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve Resolution No. 2022-033 approving the Medford Housing Authority's Public FYB 2022 Annual Plan and subsequent submission to the U.S. Department of Housing and Urban Development which submission includes the following:

- PHA Certification of Compliance with the PHA Plans and Related Regulations, and board resolution to accompany the PHA Plan;
- Civil Rights Certification; and
- Certification by state or local office of PHA Consistency with the Consolidated Plan (Executed by Mayor).

c) Resolution No. 2022-034

Consideration of request by the Executive Director to approve an application for a waiver from participation in DHCD's Regional Capital Assistance Team Program.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve an application for a waiver from participation in DHCD's Regional Capital Assistance Team Program.

d) Resolution No. 2022-035

Consideration of request by the Executive Director to approve a contract to Enterprise Equipment Co., Inc of Weymouth, MA for MHA Job No. 2114, (AMP-3) Weldon Gardens, Rooftop Gas Fired Makeup Air Unit Replacements. The total amount of the contract is \$207,706.00 including base and alternate.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., and upon ROLL CALL VOTE, it was unanimously voted to approve a contract to Enterprise Equipment Co., Inc of Weymouth, MA for MHA Job No. 2114, (AMP-3) Weldon Gardens, Rooftop Gas Fired Makeup Air Unit Replacements. The total amount of the contract is \$207,706.00 including base and alternate.

The Ayes and Nays were as follows:

Ayes

Nay

Commissioner Lossa Julie Janvier
Commissioner Paul Hollien, Jr.
Commissioner Caileen Foley
Commissioner James Lister

e) Resolution No. 2022-036

Consideration of request by the Executive Director to approve a contract to Aegean Builders of Winchester, MA for MHA Job No. 2201, (AMP-1) Willis Ave, 20 Exchange Ave Rehabilitation of Fire Damaged Unit. The total amount of the contract is \$279,000.00.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to table Resolution No. 2022-036.

f) Resolution No. 2022-037

Consideration of request by the Executive Director to approve the Certificate of Final Completion & Final Payment to MJS Construction Inc. of Danvers, MA for the completion of MHA Job No. 2108, (AMP-1) Tempone Apartments, Gutters, Downspouts, Facia and Rake Replacements Project in the amount of \$4,216.19.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Lister, it was unanimously voted to approve the Certificate of Final Completion & Final Payment to MJS Construction Inc. of Danvers, MA for the completion of MHA Job No. 2108, (AMP-1) Tempone Apartments, Gutters, Downspouts, Facia and Rake Replacements Project in the amount of \$4,216.19.

g) Resolution No. 2022-038

Consideration of request by the Executive Director to approve a Fair Housing Marketing Plan.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Lister, it was unanimously voted to approve the Fair Housing Marketing Plan.

h) Resolution No. 2022-039

Consideration of request by the Executive Director to approve amended Language Access Plan (LAP) pursuant to DHCD PHN 2021-21.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Lister, it was unanimously voted to approve the amended Language Access Plan (LAP) pursuant to DHCD PHN 2021-21.

- g) Discussion: Community Preservation Committee

Chairperson Lossa Janvier, CPA representative, stated there were no new items to discuss.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr. and UPON ROLL CALL VOTE, it was unanimously voted to enter into Executive Session to discuss pending legal matters as holding these discussions in open session would be detrimental to the housing authority. The Board will adjourn directly from Executive Session.

8. Executive Session

Legal Matters: CA Case No. 19CV12548RWZ

CSC Case No. D1-17-056

CA Case No. 1984CV02795

9. Adjournment

Jeffrey Driscoll
Secretary