

**MINUTES
ANNUAL MEETING OF MEMBERS
MEDFORD HOUSING AUTHORITY
JUNE 15, 2022**

The members of the Medford Housing Authority Board of Commissioners met in Annual Session on Wednesday, June 15, 2022, at 121 Riverside Avenue, Medford, MA, at 4:30 p.m. The Chair, Michael Luongo, presiding.

1. Roll Call **Absent**

Commissioner Michael Luongo
Commissioner Lossa Janvier
Commissioner Paul Hollien, Jr.
Commissioner Caileen Foley
Commissioner James Lister (arrival 4:35 pm)

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

2. Recite the Pledge of Allegiance

3. Approval of Minutes

a) Regular Meeting held on May 18, 2022

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Foley, it was unanimously voted to approve the Regular meeting minutes held on May 18, 2022.

b) Executive Session held on May 18, 2022

Upon a motion by Commissioner Foley, duly seconded by Commissioner Janvier, it was unanimously voted to approve the Executive session minutes held on May 18, 2022.

4. Financials

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

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

5. Public Input

No members of the public were in attendance.

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

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to take the meeting out of order and address **New Business: Resolution No. 2022-027**.

b) Resolution No. 2022-027

Consideration of request by the Executive Director to approve a contract to W.P.I Construction, Inc. of Webster, MA for MHA Job No. 2206, (AMP-1) Tempone Apartments, Roof Replacement. The total amount of the contract is \$455,000.00 including base bid plus all alternates.

Gabriel Ciccariello, Director of Modernization and Procurement spoke to a prior fine attributed to W.P.I. in 2020. Commissioners were satisfied with the summary and reassurance provided by Mr. Ciccariello and voted accordingly on the approval of a contract with W.P.I. for the proposed roof replacement project at Tempone Apartments.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Janvier, and upon ROLL CALL VOTE, it was unanimously voted to approve the contract to W.P.I Construction, Inc. of Webster, MA for MHA Job No. 2206, (AMP-1) Tempone Apartments, Roof Replacement. The total amount of the contract is \$455,000.00 including base bid plus all alternates.

The Ayes and Nays were as follows:

Ayes

Nay

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

6. Executive Director Report

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

- The Medford Housing Authority received formal notification of a grant award of \$15 million in response to the MHA's Phase II application to the Public Housing Innovations 2 Program, for the redevelopment of 144 units at Walkling Court. This new construction will preserve that development for the long term through utilization of HUD's Faircloth to RAD Conversion Program.
- Saltonstall Repositioning Update – The closing should take place in November/December 2022 and construction should begin in January 2023.
- Negotiations with the maintenance union will begin soon.
- Regarding personnel matters - The MHA recently hired two (2) leased housing coordinators with a third in the works. The MHA has also recently hired two Laborer/Mechanics. There are additional positions open and available, including resident services and a Plumber position.
- The Weldon Gardens REAC inspection score came in at 99.30

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

7. New Business

a) Resolution No. 2022-026

Election of Officers

Consideration of Nominations and Election of Members for the ensuring year:

Chairperson

Commissioner Luongo nominated Commissioner Janvier as Chairperson
Commissioner Foley nominated herself as Chairperson

No other nominations came before the Board.

Secretary Jeffrey L. Driscoll polled the Board members as follows:

Commissioner Lister voted for Commissioner Janvier
Commissioner Foley voted for Commissioner Foley
Commissioner Janvier voted for Commissioner Janvier
Commissioner Luongo voted for Commissioner Janvier
Commissioner Hollien, Jr. voted for Commissioner Foley

With a majority of the vote, Commissioner Lossa Julie Janvier is appointed Chairperson.

Vice Chairperson

Commissioner Hollien, Jr. nominated Commissioner Foley as Vice Chairperson

No other nominations came before the Board.

Secretary Jeffrey L. Driscoll polled the Board members as follows:

Commissioner Luongo voted for Commissioner Foley
Commissioner Janvier voted for Commissioner Foley
Commissioner Foley voted for Commissioner Foley
Commissioner Hollien, Jr. voted for Commissioner Foley
Commissioner Lister voted for Commissioner Foley

With a majority of the vote, Commissioner Caileen Foley is appointed Vice Chairperson.

Treasurer

Commissioner Luongo nominated Commissioner Hollien, Jr. as Treasurer
Commissioner Hollien rejected the nomination
Commissioner Luongo nominated Commissioner Lister as Treasurer

No other nominations came before the Board.

Secretary Jeffrey L. Driscoll polled the Board members as follows:

Commissioner Hollien, Jr. voted for Commissioner Lister
Commissioner Luongo voted for Commissioner Lister
Commissioner Janvier voted for Commissioner Lister
Commissioner Foley voted for Commissioner Lister
Commissioner Lister voted for Commissioner Lister

With a majority of the vote, Commissioner James Lister is appointed Treasurer.

Assistant Treasurer

Commissioner Luongo nominated Commissioner Hollien, Jr. as Assistant Treasurer

No other nominations came before the Board.

Secretary Jeffrey L. Driscoll polled the Board members as follows:

Commissioner Lister voted for Commissioner Hollien, Jr.
Commissioner Foley voted for Commissioner Hollien, Jr.
Commissioner Janvier voted for Commissioner Hollien, Jr.
Commissioner Hollien, Jr. voted for Commissioner Hollien, Jr.
Commissioner Luongo voted for Commissioner Hollien, Jr.

With a majority of the vote, Commissioner Paul Hollien, Jr. is appointed Assistant Treasurer.

b) Resolution No. 2022-027

Resolution No. 2022-027 was taken out of order and voted on ahead of the Executive Director Report.

c) Resolution No. 2022-028

Consideration of request by the Executive Director to approve and authorize the submission of the Medford Housing Authority "Capital Fund Program - Five Year Action Plan," form HUD 50075.2 Energy Performance Information Center (EPIC)- Physical Needs Work Statement(s), for Federal Fiscal Years 2022-2026.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Luongo, it was unanimously voted to approve and authorize the submission of the Medford Housing Authority "Capital Fund Program - Five Year Action Plan," form HUD 50075.2 Energy Performance Information Center (EPIC)- Physical Needs Work Statement(s), for Federal Fiscal Years 2022-2026.

d) Resolution No. 2022-029

MOTION # 1: Consideration of request by the Executive Director to approve a contract with Rare Trucking Company of Braintree, MA for MHA Job No. S-2206 (AMP-1) Saltonstall & (667-1) Walkling Court, for moving services on an as-needed

basis in accordance with the unit prices put forth in the Contractors Proposal dated May 12, 2022, the term of the contract shall not exceed three years with an upset limit of \$400,000.00.

MOTION # 2: Consideration of request by the Executive Director to approve a contract with Speedy King Labors, Inc, of Medford, MA for MHA Job No. S-2206 (AMP-1) Saltonstall & (667-1) Walkling Court, for moving services on an as-needed basis in accordance with the unit prices put forth in the Contractors Proposal dated May 12, 2022, the term of the contract shall not exceed three years with an upset limit of \$400,000.00.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Lister, and upon ROLL CALL VOTE, it was unanimously voted to approve MOTION #1 and MOTION #2 collectively and approve a contract with Rare Trucking Company and Speedy King Labors, Inc., for moving services on an as-needed basis in accordance with the unit prices put forth in the Contractors Proposal dated May 12, 2022, the term of the contract shall not exceed three years with an upset limit of \$400,000.00 each.

The Ayes and Nays were as follows:

Ayes

Nay

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

e) Resolution No. 2022-030

Consideration of request by the Executive Director to approve a contract to Dietz & Company Architects, Inc. of Springfield, MA in the amount not to exceed \$7,117,110.00 for MHA Job No. 2208, for the redevelopment of (667-1) Walkling Court.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Luongo, it was unanimously voted to approve a contract to Dietz & Company Architects, Inc. of Springfield, MA in the amount not to exceed \$7,117,110.00 for MHA Job No. 2208, for the redevelopment of (667-1) Walkling Court.

The Ayes and Nays were as follows:

Ayes

Nay

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

f) Personnel Policy – Employment Incentive

The Executive Director proposed the board approve an amendment to the Personnel Policy whereby an incentive award in the amount of \$250.00 be provided to employees who refer someone to the housing authority when the employee who was hired as a result of the referral completes six (6) continuous months of employment at the MHA.

Upon a motion by Commissioner Lister, duly seconded by Commissioner Hollien, Jr., and upon ROLL CALL VOTE, it was unanimously voted to provide employees with an incentive award in the amount of \$250.00 to employees who refer someone to the housing authority that completes six (6) continuous months of employment.

The Ayes and Nays were as follows:

Ayes

Nay

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

g) Discussion: Community Preservation Committee

Commissioner Lossa Janvier, CPA representative, shared the City of Medford is in discussions of creating a housing trust. Executive Director Jeffrey Driscoll gave a brief summary on his participation in a recent Housing Trust Meeting with Medford City Councilors and shared what involvement the Medford Housing Authority and the CPC could have in conjunction with the Trust.

8. Adjournment

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to adjourn at 5:45 p.m.

Jeffrey Driscoll
Secretary