

**MINUTES  
REGULAR MEETING OF MEMBERS  
MEDFORD HOUSING AUTHORITY  
MARCH 16, 2022**

The members of the Medford Housing Authority Board of Commissioners met in Regular Session on Wednesday, March 16, 2022, at 121 Riverside Avenue, Medford, MA, at 6:05 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

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

**2. Recite the Pledge of Allegiance**

**3. Approval of Minutes**

a) Regular Meeting held on February 16, 2022

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, it was voted 3-0-2 to approve the February 16, 2022 Regular meeting minutes.

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>
Commissioner Michael Luongo Commissioner Lossa Janvier Commissioner Paul Hollien, Jr.		Commissioner Caileen Foley Commissioner James Lister

b) Executive Session held on February 16, 2022

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Hollien, Jr., it was voted 3-0-2 to approve the February 16, 2022 Executive Session meeting minutes.

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>
Commissioner Michael Luongo Commissioner Lossa Janvier Commissioner Paul Hollien, Jr.		Commissioner Caileen Foley Commissioner James Lister

**4. Financials**

Michael Pacious, Director of Finance summarized the Agency Wide Operating Statement, four (4) month ending January 31, 2022, and the financial position of the Medford Housing Authority.

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to accept the Financials.

## **5. Public Input**

No input was brought forward from members of the public in attendance.

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

## **6. Executive Director Report**

In addition to the Management Activity Report distributed, the Executive Director summarized the following items:

- As of December 31, 2021 the Medford Housing Authority stopped filling vacancies in order to provide available units to transfer residents of the Saltonstall Building due to the repositioning of the property. The MHA has also discontinued the lease up of vouchers so they can be used by Saltonstall residents as an alternative to a transfer to another public housing property.
- The Leased Housing Department has had recent personnel strains and will be interviewing to replace individuals who have left the Authority's employ.
- The Modernization Report notes the following ongoing project: New gazebo at Tempone, new gazebo at Walkling Court, surveillance system various sites, crawlspace renovations and fence replacement at Tempone Apartments.
- The Resident Services reporting reflects the tremendous work being performed including: a weekly food program involving delivery to 87 residents, both state and federal., assisting residents with recertification process, addressing resident issues, distribution of masks and covid tests, participating in the art program at the Willis Avenue family development, YMCA exercise program held at the Saltonstall building, and working with residents on employment needs, among other tasks.
- The Family Self Sufficiency (FSS) program was just awarded a \$130,000 grant. The Medford Housing Authority is rated No. 1 of 600 participates in the program. Sandra Reiniger continues working in this program.
- HUD lawsuit victory. The Medford Housing Authority is expected to receive \$800,000 to \$1.1 million due to the unauthorized recapture of funds from the Medford Housing Authority from HUD.
- The Medford Housing Authority is benefiting from a bicycle use program through Metro Mobile at the Willis Avenue and LaPrise Village family sites.
- The MHA has undergone an independent audit by Marcum LLC. The initial response has been positive, and we are awaiting a final report.
- Masks are now optional on MHA properties.
- There are various employment opportunities currently available at the MHA: Administrative Assistant in Maintenance replacing Elaine Marcin who is retiring; Plumber, Modernization Project Manager; Labor Mechanic.
- Michele Senibaldi was recently hired as Public Housing Administrative Assistant/Rent Calculation Specialist
- Michele DeJoie was recently hired as Administrative Assistant.
- Maintenance contract negotiations are scheduled to begin on April 1, 2022.

- Multiple meetings have been held with residents of the Saltonstall building re: repositioning
- Brief discussion was held regarding the various options for construction of the Saltonstall Building.
- The Executive Director recently met with Mayor Breanna Lungo-Koehn to discuss Walkling Court's redevelopment and financial contributions from the city.
- Discussion of possible relocation of Maintenance Department to the Willis Avenue Development pending a preliminary design review from architect.
- Surplus materials have been placed on an auction site.
- Tentative relocation of Administrative staff for duration of construction of Saltonstall Building is presently under consideration.
- Brief discussion was held regarding additional subsidy received when repositioning is complete.

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

## 7. Old Business

### a) Resolution No. 2022-008

Consideration of request by the Executive Director to approve a Change Order in the amount of \$5,903.84 with MJS Construction, Inc. of Danvers, MA for (AMP-1) Tempone Apartments, Gutters, Downspouts, Facia & Rake Replacements.

Change Order #1 is for the removal and replacement deteriorated wood framing, rafter tails, wood soffit, and install additional 46 board wood blocking at facias.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, and upon ROLL CALL VOTE, it was unanimously voted to approve Change Order No. 1 in the amount of \$5,903.84 with MJS Construction, Inc. of Danvers, MA for (AMP-1) Tempone Apartments, Gutters, Downspouts, Facia & Rake Replacements.

The Ayes and Nays were as follows:

### **Ayes**

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

### **Nay**

### b) Resolution No. 2022-002

Consideration of request by the Executive Director to approve the Certificate of Substantial Completion on 1/30/2022 with MJS Construction, Inc. of Danvers, MA, for MHA Job No. 2108, (AMP-1) Tempone Apartments Gutters, Downspouts, Facia, & Rake Replacement Project.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, it was unanimously voted to approve the Certificate of Substantial Completion on 1/30/2022 with MJS Construction, Inc. of Danvers, MA, for MHA Job No. 2108, (AMP-1) Tempone Apartments Gutters, Downspouts, Facia, & Rake Replacement Project.

c) Resolution No. 2022-006

Consideration of request by the Executive Director authorizing him to pursue a Home Rule Petition relative to bidding requirements for the Walkling Court Redevelopment Project.

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Foley, it was unanimously voted to authorize the Executive Director to pursue a Home Rule Petition relative to bidding requirements for the Walkling Court Redevelopment Project.

**8. New Business**

a) Resolution No. 2022-009

Election of Officers – Vice Chair, Treasurer, Assistant Treasurer

Consideration of Nominations and Election of Officers for the remaining year:

**Vice Chairperson**

Commissioner Luongo nominated Commissioner Janvier as Vice Chairperson, seconded by Commissioner Hollien, Jr.

No other nominations came before the Board.

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

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

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

**Treasurer**

Commissioner Hollien, Jr. nominated Commissioner Foley as Treasurer, seconded by Commissioner Luongo.

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

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

**Assistant Treasurer**

Commissioner Janvier nominated Commissioner Hollien, Jr. as Assistant Treasurer, seconded by Commissioner Foley.

No other nominations came before the Board.

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

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

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

b) Resolution No. 2022-010

Request by the Executive Director authorizing him to procure services for a period to exceed three (3) years, including options to renew, for redevelopment and development legal services.

The term including options is necessary due to the expected duration of redevelopment/development activities, increase in economy and efficiency, and assert that it is in the best interest of the authority to do so.

Upon a motion by Commissioner Lister, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to authorize the Executive Director to procure services for a period to exceed three (3) years, including options to renew, for redevelopment and development legal services.

c) Resolution No. 2022-011

Consideration of request by the Executive Director to approve Amendment #5 to the Intergovernmental Agreement between the Cambridge Housing Authority and the Medford Housing Authority. Amendment #5 authorizes reimbursement for the Cambridge Housing Authority's relocation advisory services for the Comprehensive Modernization of the Saltonstall Building in the amount of \$310,000.00.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, and upon ROLL CALL VOTE, it was unanimously voted to approve Amendment #5 to the Intergovernmental Agreement between the Cambridge Housing Authority and the Medford Housing Authority for relocation advisory services in the amount of \$310,000.00.

The Ayes and Nays were as follows:

**Ayes**

**Nay**

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

d) Resolution No. 2022-012

Consideration of request by the Executive Director to approve the use of proprietary specifications for MHA Job No 2201, (AMP-1) Willis Avenue Fire Unit Renovations, 20 Exchange Avenue Proprietary Specification Approval requested for the following items, door knobs, kitchen hood, kitchen range, kitchen sink, kitchen faucet, toilet and tank, bathroom sink, bathroom faucet, shower head, and shower valve and control.

This use of proprietary specifications for these items will allow for uniformity throughout the Willis Avenue Development, stock consistency, and ease of maintenance.

Upon a motion by Commissioner Hollien, Jr. , duly seconded by Commissioner Janvier, it was unanimously voted to approve the use of proprietary specifications for MHA Job No 2201, (AMP-1) Willis Avenue Fire Unit Renovations, 20 Exchange Avenue Proprietary Specification Approval requested for the following items, door knobs, kitchen hood, kitchen range, kitchen sink, kitchen faucet, toilet and tank, bathroom sink, bathroom faucet, shower head, and shower valve and control.

e) Resolution No. 2022-013

Consideration of request by the Executive Director to approve a contract to LeVangie Electric Co., Inc., of Hanover, MA for MHA Job No. 2205, (AMP-1) & (AMP-2) Surveillance System Replacements. The total amount of the contract is \$1,643,000.00.

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Hollien, Jr., it was voted to TABLE Resolution No. 2022-013.

f) Resolution No. 2022-014

Consideration of request by the Executive Director to approve the Phase 2 funding application request in response to the Commonwealth of Massachusetts

Department of Housing & Community Development's (DHCD) Public Housing Innovations, Round II Notice of Funding Availability (NOFA).

This is a follow-up application for the Phase 1 funding application submitted for (667-1) Walkling Court which DHCD awarded MHA a planning grant of \$50,000.00 to establish project baseline feasibility. If the Phase II application is approved DHCD will make preliminary capital awards of up to \$15,000,000.00 overall/\$250,000.00 per unit.

Upon a motion by Commissioner Foley, duly seconded by Commissioner Hollien, Jr., it was unanimously voted to approve the submission of the Phase 2 funding application request in response to the Commonwealth of Massachusetts Department of Housing & Community Development's (DHCD) Public Housing Innovations, Round II Notice of Funding Availability (NOFA).

g) Resolution No. 2022-015

The Board of Commissioners approve the Saltonstall Resident Relocation and Unit Assignment Policies and Procedures, dated March 10, 2022 and hereby authorize the Executive Director to execute same.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, it was unanimously voted to approve the Saltonstall Resident Relocation and Unit Assignment Policies and Procedures, dated March 10, 2022 and hereby authorize the Executive Director to execute same.

h) Resolution No. 2022-016

Consideration of request by the Executive Director to approve a deduct change order for a credit back to MHA in the amount of \$70,500.00 with Araujo Bros Plumbing & Heating, of New Bedford, MA for (AMP-1) Tempone Apartments, Crawlspace Heat Pipe Replacement & Building Ventilation.

Change Order #3 is credit back to MHA due to foregoing the installation of a new crawlspace hatch that was to be located inside the boiler room.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, it was unanimously voted to approve a deduct change order for a credit back to MHA in the amount of \$70,500.00 with Araujo Bros Plumbing & Heating, of New Bedford, MA for (AMP-1) Tempone Apartments, Crawlspace Heat Pipe Replacement & Building Ventilation.

i) Discussion: Community Preservation Committee

Commissioner Janvier, representative on Community Preservation Committee (CPC), stated the annual meeting of the CPC is scheduled for April 12, 2022. This public meeting is for feedback from the community. To date, the Medford Housing Authority has been funded twice. Commissioner Janvier states there is a lot of need in the community, and she is open to share any feedback from the MHA Commissioners to the CPC committee. Meetings have been conducted

virtually for some time but may be held in person if anyone would like to join the notice will be posted at Medford City Hall.

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Foley, it was unanimously voted to close out the Community Preservation Committee Discussion.

j) 2022 Schedule of Board of Commissioner meetings – time change.

The remaining 2022 Board of Commissioner meetings will begin at 4:00 pm.

Upon a motion by Commissioner Janvier, duly seconded by Commissioner Foley, it was unanimously voted to close out the 2022 schedule board time change discussion.

k) Discussion: Executive Director Evaluation.

A brief discussion was held regarding the evaluation of the Executive Director. All board members agreed to revisit the scope of work and place this item on the Agenda in six (6) months.

Upon a motion by Commissioner Lister, duly seconded by Commissioner Janvier, it was unanimously voted to close out the discussion of the Executive Director evaluation.

## **9. Adjournment**

Upon a motion by Commissioner Hollien, Jr., duly seconded by Commissioner Janvier, it was unanimously voted to adjourn at 8:20 p.m.

Jeffrey Driscoll  
Executive Director