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CITY CLERKS OFFICE  
QUINCY, MASS 02169

**Notice of Quincy Housing Authority Board of Commissioners' Meeting**

**Date:** October 21, 2015  
**Time:** 5:00 p.m.  
**Place:** 80 Clay Street, 12<sup>th</sup> Floor, Tobin Towers, Quincy, MA 02170

The meeting location is fully accessible to persons with disabilities. Upon reasonable notice, the Authority will attempt to provide auxiliary aids which will allow persons requiring such aid to participate fully in the meeting.

- I. **Roll Call**
- II. **Pledge of Allegiance**
- III. **Minutes Approval**
  - Motion to approve the minutes of the September 16, 2015 Regular Board Meeting.
  - Motion to approve the minutes of the October 13, 2015 Special Board Meeting.
- IV. **Harborview Residents' Committee, Inc.**
- V. **Residents' Council for Elderly/Disabled Residents of the QHA**
- VI. **Administration**
- VII. **Executive Director Report/QHA Update**
- VIII. **Facilities Report/Occupancy/Maintenance/Modernization**
  - Motion to approve Change Order No. 1 to the contract with Dimitrios C Contracting for the Ceiling Replacement at Riverview. Change Order No. 1 calls for the contractor to prepare the new ceilings, apply a primer coat and a finish coat of paint to all of the new ceilings. Change Order No. 1 is in the amount of \$12,000.00. The source of funding for this Change Order is HUD CFP- 2015 Capital funds.
  - Motion to Approve the Certificate of Completion and the Final Payment to DeLucca Fence Co., Inc. for the Fencing Replacement at Riverview Apartments and O'Brien Towers. The Final payment is in the amount of \$3,494.35. The source of funding for this contract is HUD CFP- 2015 Capital funds.
  - Motion to authorize the Chief Procurement Officer to execute a Certificate of Substantial Completion for **QHA Job #2014-34/DHCD FISH # 243118 Siding, Window and Door Replacement at 705-4 West Acres Development**, with a Substantial Completion date of **September 25, 2015** subject to DHCD approval.
  - Motion to authorize the Chief Procurement Officer to execute a Certificate of Substantial Completion for **QHA Job #2014-54/DHCD FISH # 243132 Miscellaneous Mechanical Improvement at 200-1Snug Harbor Development**, with a Substantial Completion date of **September 22, 2015** subject to DHCD approval.
  - Motion to authorize the Chief Procurement Officer to execute a Certificate of Final Completion for **QHA Job #2014-54/DHCD FISH # 243132 Miscellaneous Mechanical Improvement at 200-1Snug Harbor Development** and **make final payment in the amount of: \$77,650.00**, subject to DHCD approval.

- Motion to authorize the Chief Procurement Officer to execute **Change Order #3** to the **April 10, 2013** contract with **Aurora Electric, Inc., for QHA Job #2012-56/DHCD FISH #243111, Crowley Court Fire Alarm System at 667-1 Crowley Court Development** increasing the contract by **\$32,725.45 from \$196,800.00 to \$229,525.45**, with **no** increase in contract days. Subject to DHCD approval.
  - Motion to authorize the Chief Procurement Officer to execute a Certificate of Completion – Consolidated for **QHA Job #2013-08 Pagnano Tower/Riverview (29 Quaterdeck Rd.) – Accessible Unit Renovations** and **make final payment in the amount of: \$44,289.18**, subject to HUD approval.
  - Motion to approve proposed changes to the current smoking policy as written.
- IX. Report on Public Housing**
- X. Section 8 Leased Housing Report**
- Motion to amend the Section 8 Administrative Plan by adding the following language as written below under Project Based Waiting List Management:  
**Referrals to the Owner:**  
 The QHA will refer a sufficient number of applicants for vacant units in order to assure that the units are filled as quickly as possible and to provide the Owner with a reasonable pool of potentially acceptable applicants based on the Owner’s QHA approved tenant selection criteria. These referrals will not have been determined Section 8 eligible by the QHA until after the Owner has selected the family and completed their suitability screening.
- XI. Financial Report/Review of financial statements**
- Motion to award the QHA insurance contracts as follows:
    - Boynton and Boynton – wind insurance in the amount of \$165,984
    - Sullivan & Company for:
      - Property Insurance in the amount of \$162,459
      - General Liability in the amount of \$47,947
      - Public Officials in the amount of \$8,910
  - Motion to increase Audit Expenses by \$5,500 to accommodate the new DHCD Audit Requirement.
  - Motion to accept the QHA Corporate Credit Policy.
  - Motion to appoint the GIC as QHA’s designated governmental entity for reporting of minimum essential coverage reporting responsibilities under the ACA.
- XII. Adjournment to Executive Session (Purpose 3 – To discuss strategy with respect to potential bargaining with the employee representatives of the Authority) not to return to open session.**