

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 13, 2021 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING: Frank M. Molis, Acting Chairperson, Mark A. Lawhorne and William P. Hurley

COMMISSIONERS ABSENT: Joan M. Chiasson

MHA STAFF ATTENDING: Stephen G. Finn, Thomas P. Callaghan, Jr., Edward Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF MARCH 23, 2021

The minutes of the meeting of March 23, 2021 were scrutinized by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of the March 23, 2021 meeting as submitted.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of March 2021 totaling \$1,335,925.98 and the Revolving Fund payments for the month of March 2021 totaling \$980,485.29

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve the bills and signing of checks for March 2021.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

3. FINANCIAL MATTERS

A. FEDERAL AND STATE ANNUAL PLAN PUBLIC HEARING

The Executive Director received approval via email poll sent to the Board on March 30, 2021 for the date and time for MHA's required Federal and State Annual Plan public hearings to be held at the community room at 630 Salem Street on June 22, 2021 at 9:00 AM. It is hoped

that Commissioners, residents and staff, will be able to attend in person, subject to appropriate precautions. The Executive Director also requested approval for round-trip transportation for residents from Forestdale and Springdale to 630 Salem Street for the public hearings.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm the poll approval for MHA's Federal and State Annual Plan public hearings to be held at the community room at 630 Salem Street on June 22, 2021 at 9:00 AM and approval for round-trip transportation for residents from Forestdale and Springdale to 630 Salem Street for the public hearings with cost allocated from Central Office Cost Center ("COCC")

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

B. MHA'S COMPARATIVE FINANCIALS FOR JANUARY 2021

The Board reviewed the MHA's Comparative Financials for January 2021.

No further action was necessary.

C. MHA FY 2021 ANNUAL AND 5 YEAR CAPITAL FUND GRANT AWARD – RESOLUTION NO. 2021-03

The Executive Director described the various capital projects and amendment of the U.S. Department of Housing and Urban Development's ("HUD's") 2021 Capital Fund Grant Program Award in the amount of \$3,072,662 and the Annual Contribution Contract Amendment, inclusive of Malden Mayor Gary J. Christenson's signature, relating to MHA's 5 Year Capital Plan for 2021 – 2025.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED AND RESOLVED: **Resolution No. 2021-03** To confirm the acceptance of the HUD's 2021 Capital Fund Grant Program Award in the amount of \$3,072,662., to also confirm the approval of the MHA's 2021 Capital Fund Grant Annual Statement and 2021 - 2025 Five Year Capital Action Plan, and to confirm the authorization and approval for Board Members and the Executive Director to sign, acquire and submit same to HUD, together with all requisite Attachments and Certifications signed by all duly authorized and designated MHA and City of Malden officials.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

D. ALMAR LLC ("ALMAR") – FINAL INVOICE

A final invoice, Certificate of Substantial Completion and Certificate of Final Completion from Almar dated April 7, 2021 in the sum of \$62,651.25 for the AMP 1 Roof Replacement project was considered by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to pay the final invoice in the sum of \$62,651.25 from Almar and to execute the Requisition, Certificate of Substantial Completion and Certificate of Final Completion for the AMP 1 Roof Replacement project to be paid with Capital Funds.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

E. CBI CONSULTING INC. ("CBI") – INVOICES (2)

The Board studied two (2) invoices from CBI for engineering consulting services as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
03/24/21	630 Salem Street	\$ 1,581.25	Building Envelope
03/24/21	Springdale	<u>700.00</u>	Bidding – Roof Replacement
		<u>\$2,281.25</u>	TOTAL

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$1,581.25 for engineering services for 630 Salem Street to be paid from the Capital Fund unless otherwise determined and submit the Springdale invoice in the sum of \$700 to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

F. MIKE'S CONSTRUCTION CO., INC.

An invoice dated March 30, 2021 from Mike's Construction Co., Inc. in the sum of \$1,537.40 for a building permit for roof replacement at Springdale was perused by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Mike's Construction Co., Inc. in the sum of \$1,537.40 for a roof replacement building permit for Springdale and submit to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

G. MARCUM ACCOUNTANTS AND ADVISORS ("MARCUM") – INVOICE

The Board examined an invoice dated March 21, 2021 from Marcum in the sum of \$4,762.50 for MHA's first half of FY 2020 US Department of Housing and Urban Development ("HUD") required audit and Agreed Upon Procedures ("AUP").

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Marcum in the sum of \$4,762.50 for MHA's first half of FY 2020 HUD required Federal audits.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

H. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION ("GIC") – INVOICES (3)

Three (3) invoices dated March 25, 2021 for the period January 2021 through March 2021 from GIC for health insurance premiums was scrutinized by the Board as follows:

Employees	\$ 212,255.47
Retirees	51,919.79
Survivors	<u>3,138.30</u>
	<u>\$267,313.56</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of \$267,313.56 for the period January 2021 through March 2021.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board considered six (6) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/07/20	22069	\$ 263.65
03/22/21	24341	527.30
03/30/21	24365	1,581.90
04/01/21	24387	790.95
04/06/21	24395	263.65
04/07/21	24406	790.95
	TOTAL	<u>\$4,218.40</u>

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$4,428.40 as appropriate from the AMP's served.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

J. TERMINAL EXCHANGE SYSTEMS ("TERMINAL") – CHANGE ORDER

A Change Order from Terminal dated March 30, 2021 in the sum of \$1,576.58 for an upgrade to the enclosure for the 630 Library Meeting and Training Video Monitor was studied by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Change Order from Terminal in the sum of \$1,576.58 for an upgrade to the enclosure for the 630 Library Meeting and Training Video Monitor and approve and authorize the Executive Director to pay the same with cost allocated to AMP 3.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

4. POLICIES AND CONTRACTS

None

5. CHARITABLE REQUESTS

A. MALDEN YOUTH BASEBALL, INC.

The Board received a solicitation from Malden Youth Baseball, Inc.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a \$100 donation from COCC funds to the Malden Youth Baseball, Inc.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. MASSACHUSETTS – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“MASS/NAHRO”)

A flyer from Mass/NAHRO for the Virtual Conference on April 14 and 15, 2021 and in the person Annual Conference from September 19-22, 2021 to be held at the Sea Crest Hotel was examined by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize eligible Commissioners and Staff to attend the Virtual Conference on April 14 and 15, 2021 and the in person Annual Conference from September 19-22, 2021 with expenses to be paid my MHA.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

CORRESPONDENCE AND NEWSLETTERS

- Mass/NAHRO Newsletter March/April 2021
- Agassiz Village Program Flyer for Summer, 2021
- Mass Senior Action – Thank you (George Bayers)

7. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn.

Ayes: Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Adjourned at 5:25 PM

Mark A. Lawhorne, Secretary
SEAL

**THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF
COMMISSIONERS AT THEIR REGULAR MEETING OF 4/27/2021, TO BE SIGNED WHEN
THE PUBLIC HEALTH CRISIS IS ABATED**