

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 11, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Chairperson, Joan M. Chiasson (tardy), Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT: Frank M. Molis

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

1. APPROVAL OF MINUTES OF MARCH 20, 2017

The minutes of the meeting of March 20, 2017 was presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of March 20, 2017 as submitted.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Mark A Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

3. FINANCIAL MATTERS**A. MONTHLY FINANCIALS**

The Board was presented with the MHA's Combined Balance Sheets ending March 31, 2017 for their review.

No other action was taken.

B. MALDEN POLICE DEPARTMENT – INVOICES (10)

The Board considered ten (10) invoices from the Malden Police Department for police details at Salem Street and Newland Street were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
03/07/17	15316	\$ 442.82
03/20/17	15377	1,107.05
03/22/17	15400	221.41
03/27/17	15408	664.23
03/31/17	15429	442.82
04/03/17	15439	442.82
04/03/17	15450	221.41
04/05/17	15462	221.41
04/11/17	15495	664.23
04/12/17	15505	221.41
	TOTAL	<u>\$4,649.61</u>

After due discussion and upon motion duly made by George N. Bayers 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 up to \$4,649.61 for detail patrol coverage, with one invoice subject to possible revision and reduction.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

C. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated March 31, 2017 from CBI for engineering services and construction in the sum of \$10,533.75 for concrete steps and stoops at the Newland Street development was analyzed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$10,533.75 for engineering services and construction for Newland Street concrete steps and stoops to be paid from the Capital Fund.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

D. ("CBI") – INVOICE

The Board studied and invoice from CBI dated March 29, 2017 for engineering services for the exterior envelope and balcony repairs at 630 Salem Street in the sum of \$33,821.50

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$33,821.50 for engineering design services for exterior envelope and balcony repairs at 630 Salem Street to be paid from the Capital Fund.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

E. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC")

An invoice dated April 3, 2017 from GIC showing the actual premium and previous estimate of \$242,137.83 for a zero amount due was perused by the Board.

No further action was necessary.

F. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board examined an invoice dated April 3, 2017 from SG Risk in the sum of \$1,806.25 for insurance consulting services.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,806.25 for insurance consulting services to be paid from Central Office Cost Center ("COCC") funds.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

G. JAMES M. HENNESSEY – INVOICE

An invoice dated April 6, 2017 from James M. Hennessey in the sum of \$862.50 for HQS inspectional reports and quality control inspections for the month of March 2017 was scrutinized by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$862.50 for HQS inspectional reports and quality control inspections.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

H. JAMES M. HENNESSEY – INVOICE

The Board reviewed an invoice dated April 6, 2017 from James M. Hennessey in the sum of \$1,350 for state inspections for the month of February 2017

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$1,350 for state inspections to be paid from COCC funds.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

I. DIANE COHEN – INVOICE

An invoice dated April 1, 2017 from Diane Cohen in the sum of \$2,050 for consulting services, including the Administrative Plan (Section 8) and Admissions and Continued Occupancy ("ACOP"), was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$2,050 for consulting services to be paid from COCC funds.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

J. MALDEN YMCA – INVOICES (2)

The Board analyzed two (2) invoices from the YMCA dated February 28, 2017 in the sums of \$2,263.60 for Linden and \$881.86 for the Newland Street After School Program.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,263.60 for the Linden and \$881.86 for the Newland Street After School Programs.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Mark A. Lawhorne

Nays: None

K. RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY – SERVICE COORDINATORS PROGRAM (“ROSS-SC”)

An email dated April 4, 2017 from Gail Neibaur requesting the Board approve Maryse Clairzier's attendance at the Annual New England Resident Service Coordinator's Conference in Rockland, Maine on Tuesday, May 2, 2017 was studied by the Board. The ROSS-SC assists MHA in hiring or retaining service coordinators who work directly with residents to assess their needs and connect them with education, job training and placement programs, and/or computer and financial literacy services available in their community to promote self-sufficiency.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the attendance of Maryse Clairzier at the Annual New England Resident Service Coordinator's Conference in Rockland Maine at MHA expense.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

L. YWCA – INVOICE

The Board reviewed an invoice dated April 4, 2017 from the YWCA for temporary administration of MHA's Family Self Sufficiency (“FSS”) Service Coordinator Program in the amount of \$1,961.82, pursuant to the YWCA Malden Overcoming Addiction (“MOA”).

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to YWCA in the amount of \$1,961.82 for their assistance with FSS special projects administration, to be paid from the 2013 FSS Grant.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

M. DIANE COHEN – INVOICE

An invoice dated April 1, 2017 from Diane Cohen for consulting services on FSS in the sum of 2,250 was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to Diane Cohen in the sum of \$2,250 for FSS consulting services to be paid from the 2013 FSS Grant.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

N. MANETTE DONOVAN – INVOICE

The Board analyzed an invoice from Manette Donovan for FSS and Violence Against Women Act ("VAWA") consulting services in the sum of \$2,730

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to Manette Donovan in the sum of \$2,730 for FSS and VAWA consulting services to be paid from the 2013 FSS Grant.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

O. TREMCO WEATHERPROOFING TECHNOLOGIES, INC. ("TREMCO") – INVOICE

An invoice from Tremco dated February 28, 2017 in the sum of \$2,330 for patching and repairing the roof at 89 Pearl Street was studied by the Board.

After due discussion and upon motion duly made by George A. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment in the sum of \$2,330 to Tremco for repair to the roof at 89 Pearl Street.

Ayes: Francis C. Boudrow, Mark A. Lawhorne and George N. Bayers

Nays: None

Joan M. Chiasson joined the meeting.

P. ATC GROUP SERVICES, LLC ("ATC") – INVOICE

The Board perused an invoice from ATC in the sum of \$10,875 from ATC for asbestos inspections in boiler rooms at various developments.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve payment in the sum of \$10,875 to ATC for asbestos inspection services and allocate payment as follows:

AMP 2	\$2,800
AMP 3	\$2,800
AMP 4	\$2,800
667/COCC	\$2,475

Ayes: Francis C. Boudrow, Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

Q. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS MASS/NAHRO – PROGRAM BOOK

The Board received a solicitation from Mass/NAHRO for the upcoming 2017 Annual Conference.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve a one-half page ad in the Mass/NAHRO program book for the sum of \$85 for the 2017 Annual Conference, to be paid from COCC funds.

Ayes: Francis C. Boudrow, Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. MALDEN CATHOLIC HIGH SCHOOL REQUEST – ANNUAL GALA

An invitation from the Malden Catholic High School soliciting an ad in their program book for the 11th Annual Gala was examined by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment of \$100 from the COCC for an ad in the program book for the Malden Catholic High School 11th Annual Gala.

Ayes: Francis C. Boudrow, Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- NAHRO 2017 Annual Conference

7. OPEN DISCUSSION

A. SMOKING POLICY

The Executive Director distributed the draft proposed Smoke-Free Housing Policy.

For information only.

B. JULY 4TH SCHEDULE

The Board discussed the holiday schedule for MHA's employees while reviewing the City of Malden's holiday schedule.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve the City's holiday schedule for MHA, and close MHA's offices for Monday, July 3, 2017.

Ayes: Francis C. Boudrow, Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

ADJOURNMENT


After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

Ayes: Francis C. Boudrow, Joan M. Chiasson, Mark A. Lawhorne
and George N. Bayers

Nays: None

Adjourned at 5:55 PM



Frank M. Molis, Secretary