

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on April 23, 2019 at 5:15 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Chairperson, George N. Bayers, Mark A. Lawhorne and Joan M. Chiasson

COMMISSIONERS ABSENT: Francis C. Boudrow

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo

1. APPROVAL OF MINUTES OF MARCH 26, 2019 AND APRIL 9, 2019

The Board reviewed the minutes of the March 26, 2019 and April 9, 2019 meetings. 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 the Meeting minutes of March 26, 2019 and April 9, 2019.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary

3. FINANCIAL MATTERS

A. CONFIRMATION OF POLL VOTES

The Executive Director reviewed the following poll question, seeking confirmation of the subject of the email polling approval by the Board:

(I) FEMA WITHDRAWAL

The Executive Director asked to the Board to confirm a vote taken on February 19, 2019 meeting, concerning withdrawing the MHA's appeal of FEMA's recoupment determination relating to the rooftop snow removal claim recovery MHA received for Declared Disaster 4214 for the period January – February 2015.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by George N. Bayers, for the previously poll approved by the Board, it was unanimously

VOTED: To confirm the email poll approval vote allowing the Executive Director to withdraw the MHA's appeal of FEMA's recoupment determination and pay the requested amount in full.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N Bayers and Joan M. Chiasson

Nays: None

B. YMCA—INVOICE

The Board reviewed an invoice from the YMCA dated April 11, 2019 in the amount of \$4,166.67 for March utilizations of MHA resident memberships.

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

VOTED: To approve the invoice from the YMCA in the amount of \$4,166.67 for MHA resident membership utilization for the month of March, 2019 to be paid by the COCC.

Ayes: George N Bayers and Joan M. Chiasson

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

C. RUSSO BAR ASSOCIATES—INVOICE

The Board reviewed an invoice from Russo Bar Associates dated March 31, 2019 in the amount of \$600.00 for construction administration performed on the Forestdale roof replacement project State Mod Fish #165051.

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

VOTED: To approve and authorize payment of the invoice from Russo Bar Associates in the amount of \$600 and submit to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

D. MALDEN POLICE—INVOICES (2)

The Board reviewed two invoices from the Malden Police Department for payment:

Date:	Invoice #	Amount
4/12/19	19944	\$493.60
4/16/19	19966	<u>493.60</u>
	Total	\$987.20

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

VOTED: To approve payment of the two invoices from the Malden Police Department in the total amount of \$987.20.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

E. MYSTIC VALLEY ELDER SERVICES (MVES) – INVOICES (2)

The Board reviewed two (2) invoices from MVES, both dated April 22, 2019 for March 2019, the first in the sum of \$93.54 for Forestdale services and the second in the sum of \$13,080.64 for resident service coordinators at AMPs 2, 4, 5 and 6.

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 to MVES in the sums of \$13,080.64 from the Federal Amps served and \$93.54 from COCC funds for Forestdale.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

F. PROJECTDOG, INC. –INVOICE

The Board reviewed an invoice from Projectdog dated 2/25/2019 in the amount of \$325.00 for the e-bidding advertisement of the Rockland Avenue door project State Mod Fish #165058.

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 \$325.00 to Projectdog for e-bidding advertisement of MHA's Rockland Avenue door project and submit to DHCD for processing.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

G. CHAPA – CITIZENS HOUSING AND PLANNING ASSOCIATION -INVOICE

The Board reviewed an invoice from CHAPA for the Annual MHA Membership dues in the amount of \$750.00.

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

VOTED: To approve payment to CHAPA in the amount of \$750 for MHA 2019 membership dues to be paid by the COCC.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

H. TERMINAL EXCHANGE SYSTEMS –SERVICE AGREEMENT

The Board had previously approved a quote from Terminal Exchange Systems in the amount of \$65,016 to replace antiquated desktop and laptop computers and perform software upgrades at MHA but MHA Modernization & Procurement Director, Ed Fahey, requested that the Board consider approving two change orders, one not to exceed \$5,000 above the previously approved amount for pcs and software upgrades not identified at the time of the original quote, and the second for the annual licensing fee in the amount of \$18,000.

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

VOTED: To approve the change orders to the previously approved quote to allow Terminal to replace/upgrade pcs and software not identified in that quote, and also to approve the annual licensing fee of \$18,000.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

I. RICOH –INVOICE

The Board was presented an invoice from Ricoh USA dated April 19, 2019 in the amount of \$1,480 to purchase an 8 hour block of time for Professional Service Hours to be used on an as-needed basis as such time provided under MHA's current state contract with RICOH has been depleted.

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

VOTED: To approve the purchase of eight hours of professional service hours from Ricoh in the amount of \$1,480.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

4. POLICIES AND CONTRACTS

**A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT –
PROCUREMENT POLICY**

The Board reviewed a notice from the U.S. Department of Housing and Urban Development (HUD) dated March 12, 2019 concerning an update of the federal Micro-Purchase

and the Simplified Acquisition Thresholds for Financial Assistance. Specifically, the micro-purchase threshold was increased from \$3,500 to \$10,000, and the simplified acquisition threshold from \$100,000 to \$250,00 for all federal grant recipients, including PHAs.

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

VOTED: To accept the changes as detailed by HUD and revise the MHA's Procurement Policy accordingly.

Ayes: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None.

5. REVIEW OF CHARITABLE REQUESTS

A. MALDEN PUBLIC SAFETY DEPARTMENT

The Board received a request from the Malden Police and Malden Fire Departments dated April 18, 2019 requesting MHA donate a carry-on trailer and manual pallet truck system to allow MPD and MFD volunteers to move and store the carry the "bouncie houses" MHA donated last year to assist in the MPD/MFD joint "Second Annual Malden Public Safety Day" on October 6, 2019.

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

VOTED: To approve the purchase and donation of a carry-on trailer and a manual pallet truck system to assist in the moving and storage of the previously donated "bouncie houses" to and from locations for use in the MPD's/MFD's Second Annual Malden Public Safety Day.

Ayes: Frank M. Molis, Mark A. Lawhorne

Nays: None

6. REVIEW OF CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

The Board reviewed a notice of a May 9, 2019 event recognizing MHA Commissioner Frank M. Molis on his upcoming retirement from the YMCA. The Executive Director requested that MHA be allowed to purchase ten (10) tickets to the event so Commissioners and staff could attend.

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

VOTED: To purchase ten (10) tickets for the YMCA's May 9, 2019 event to be so interested Commissioners and staff could attend.

Ayes: George N. Bayers and Joan M. Chiasson

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

ADJOURNMENT

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

VOTED: To adjourn

Ayes: Frank M. Molis, George N. Bayers, Mark A. Lawhorne and Joan M. Chiasson

Nays: None

Adjourned at 5:30PM



George N. Bayers, Secretary