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MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 25, 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), Frank M. Molis (tardy), Mark A. Lawhorne and George N. Bayers

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

1. APPROVAL OF MINUTES OF APRIL 11, 2017

The minutes of the meeting of April 11, 2017 was presented to the Board and 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 minutes of April 11, 2017 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary at this time.

3. FINANCIAL MATTERS

A. MONTHLY FINANCIALS

There were no monthly financials presented.

No other action was taken.

B. PROPOSAL FOR TV/MONITOR DISPOSAL

The Board was presented a proposal for the disposal of disposed TV's and Monitors as follows:

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JRM Hauling and Recycling Services, Inc. \$35.00 per unit for 5 years with a \$3.50 per year escalation rate per year for years 2 – 5.

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

VOTED: To approve JRM's bid and authorize the Executive Director to contract with JRM for a 5 year contract at the rate of \$35/unit, with a \$3.50 escalation fee for years 2 - 5.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

C. BARRACUDA FIREWALL – INVOICES (3)

The Board was presented three (3) invoices from Barracuda for offsite Cloud Storage Services as follows:

Period Coverage	Invoice Number	Amount
4/18/2013 – 4/17/2014	783224	\$ 600.00
4/18/2014 – 4/17/2015	977505	\$ 600.00
4/18/2017 – 5/17/2017	1679830	<u>\$ 50.00</u>
	Total	\$1,250.00

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 the continuous monthly payments of \$50.00 and payment of past due invoices of \$600.00 each to Barracuda from the COCC.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

D. ALLEN AND MAJOR ASSOCIATES, INC. INVOICE

The board reviewed an invoice from Allen and Major Associates, Inc. for the Forestdale Housing Sanitary/Storm line Repairs dated April 4, 2017 invoice number 28005 in the amount of \$537.00.

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

VOTED: To approve and authorize payment to Allen and Major Associates, Inc. in the sum of \$537.00 of invoice #28005 for sanitary/storm line repairs, and authorize the Executive Director to submit the invoice to DHCD for payment.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board considered four (4) invoices from the Malden Police Department for police details at Salem Street and Mountain Ave were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
4/06/17	15469	\$ 221.41
4/13/17	15513	221.41
4/14/17	15525	442.82
4/19/17	15541	<u>442.82</u>
	TOTAL	<u>\$1,328.46</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 \$1,328.46 for detail coverage.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

F. MYSTIC VALLEY ELDER SERVICES, INC. – INVOICES (2)

Two invoices from Mystic Valley Elder Services, Inc. were presented to the Board for approval of payment for monthly resident coordinator services from at MHA's various federal developments in the amount of \$14,094.69 and at MHA's Forestdale development in the amount of \$92.16 for the month of March, 2017.

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After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the payments of \$14,094.69 for the federal development resident services and \$92.16 for the state development resident services from the 400-1 program or COCC to Mystic Valley Elder Services, Inc.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

G. YMCA INVOICE

The Board perused an invoice from the YMCA dated April 6, 2017 in the sum of \$4,166.67 for MHA Resident Family memberships and program services for the month of March 2017.

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 the Malden YMCA from the COCC for the invoice no. 0317 in the amount of \$4,166.67 for resident family membership cost.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson and George N. Bayers

ABSTAIN: Frank M. Molis and Mark A. Lawhorne

NAYS: None

H. BIDDOCS ONLINE INVOICE

The Board received an invoice from BidDocs Online for an ad posted on their site for the concrete entry steps and stoops for the Newland Street Development, dated April 17, 2017 in the amount of \$1,179.20.

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 to BidDocs Online in the amount of \$1,179.20 from the CFP for the posting of

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the Newland Street concrete entry steps and stoops project.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

I. HUD PUBLISHED INCOME LIMITS FOR 2017

The Board reviewed a HUD published income limits for 2017 as follows:

FY2017 Income limit Category	Family Size				
	1	2	3	4	5
Very low 50%Income limits	\$36,200	41,400	46,550	51,700	55,850
Extremely low Income limits (\$) *	21,700	24,800	27,900	31,000	33,500
Low (80%) Income limits	54,750	62,550	70,350	78,150	84,450

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

VOTED: To accept and approve the FY 2017 HUD income limits and implement same for MHA housing program administration and eligibility determinations immediately.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

J. GUYDER AND HURLEY AUDIT--AUP

The Board was presented the completed annual AUP for their review from Guyder Hurley,

This was just for their edification and there was no other action taken.

K. PROPOSAL FOR M & V REVIEW

The Board was presented two proposals for verifying Siemens' HUD EPC measurement and verification reports for 2016. The bids were as follows:

Enlightened Energy Consultants	\$8,000.00
EPC Solutions LLC	\$2,625.00

After reviewing the proposals, the recommendation for the most responsive and responsible bid was from EPC Solutions LLC for the sum of \$2,625.00 to verify MHA's HUD EPC energy usage for 2016.

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

VOTED: To approve and award EPC Solutions LLC as the most responsive and responsible bidder and authorize the executive director to contract with the Company to verify Siemens' reported MHA EPC measurement and verification for 2016.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

L. COMFORT SYSTEMS USA (BCM)- INVOICES (2)

The Board was presented two quotes from BCM Controls for installing one camera in each elevator involved in MHA's elevator rehabilitation projects, as follows:

630 Salem Street, one camera in each elevator	\$3,940.00
120 Mountain Avenue, one camera in each elevator	\$4,335.00

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

VOTED: To approve BCM's quote and authorize the Executive Director to contract with BCM for the installation of cameras in each elevator unit at Salem Street for \$3,940,

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and at each elevator unit of 120 Mountain Avenue for \$4,335.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

M. YWCA – INVOICE

An invoice dated April 25, 2017 in the amount \$2,150.00 was presented to the Board from the YWCA for the administration of the MHA's FSS Service Coordinator Program, in marketing and organization assistance for the MHA FSS Family Day.

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

VOTED: To approve payment to the YWCA in the amount of \$2,150 from the MHA's 2013 FSS grant for assistance and organization at the MHA's FSS Family Day

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

N. DIANE COHEN – INVOICE

The Board was presented an invoice from Diane Cohen dated April 2017 in the amount of \$3,500.00 for FSS Program assistance.

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

VOTED: To approve payment in the amount of \$3,500.00 from the MHA's 2013 FSS grant to Diane Cohen for the FSS Program assistance.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

O. MANETTE DONOVAN—INVOICE

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The Board studied an invoice dated April 21, 2017 from Manette Donovan in the amount of \$5191.68 for the provision of FSS program legal and consulting services, including providing training on The Violence Against Women's Act (VAWA).

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 Manette Donovan for FSS program legal and consulting services in the amount of \$5,191.68 to be paid from the MHA's 2013 FSS grant.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

P. DHCD – MHA AWARD – FISCAL YEAR 2020

A letter dated April 14, 2017 from DHCD awarding MHA the sum of \$259,721 in Formula Funding for Fiscal Year 2020 was distributed to the Board.

No further action was necessary at this time.

4. POLICIES AND CONTRACTS

A. NO SMOKING POLICY

The Executive Director presented the MHA's proposed Smoke-Free Housing Policy, Lease Addendum and House Rules Amendment to the Board for their information and review in advance of May 16th's Resident Advisory Board Meeting.

No other action was necessary.

5. REVIEW OF CHARITABLE REQUESTS

None

6. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS

1. Newsletter from Nerc Nahro for April
2. National Nahro Summer Conference in Indianapolis, In
3. North Shore Elder Services workshop

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7. OPEN DISCUSSION

The Board discussed the MHA's Resident Advisory Board meeting scheduled for Tuesday, May 16, 2017, at 8:30 AM. The Executive Director requested that MHA procure a caterer to provide breakfast food for resident members, MHA staff and Board Members in attendance.

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

VOTED: To approve up to \$1000 from the COCC being spent on a caterer for breakfast foods to be provided at the MHA's Resident Advisory Board Meeting on May 16, 2017.

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

ADJOURNMENT


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

VOTED: To adjourn

AYES: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

NAYS: None

Adjourned at 5:55 PM



Mark A. Lawhorne, Acting Secretary