

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority (“MHA”) was held on April 9, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Chairperson, George N. Bayers and Francis C. Boudrow

COMMISSIONERS ABSENT: Mark A. Lawhorne and Joan M. Chiasson

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

**1. APPROVAL OF MINUTES OF MARCH 26, 2019**

The minutes of the meeting of March 26, 2019 were not available.

**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 Francis C. Boudrow and seconded by George N. Bayers it was unanimously

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

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**3. FINANCIAL MATTERS**

**A. CONFIRMATION OF POLL VOTES**

The Executive Director reviewed the following items seeking confirmation of all as each was the subject of email polling approval by the Board:

**(I) NELCO CHANGE ORDER NO. 5**

Nelco Change Order No. 5 dated March 28, 2019:

COR #42: Key Keeper for Mailman .....	\$ 1,290.28
COR #46: Electrical Inspection Corrections 2/5/19.....	5,133.36
COR#49: Firestopping & Draftstopping Below Mansard Roof.....	<u>6,901.42</u>
This would increase the contract by:	\$13,325.06

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers for all matters previously poll approved by the Board, it was unanimously

VOTED: To confirm the email poll approval vote of Nelco Change Order #5.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**(II) MASS DOL WAGE RATES**

Massachusetts Department of Labor published the new maintenance positions wage rate for 2019. MHA had only one position impacted by the DPL's wage rate, necessitating an increase of \$0.23/hour to the plumber's salary. The Executive Director requested and received poll approval allowing implementation of the new wage as of 4/1/2019 so no retroactive payments would be necessary.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers for all matters previously poll approved by the Board, it was unanimously

VOTED: To confirm the email poll approval increasing the plumber's wage rate by \$0.23/hour in accordance with the MA DOL's established wage rate for MHA.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**(III) NELCO REQUEST FOR PAYMENT NO. 13—**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

The Executive Director had requested and received poll approval of a Requisition for Payment dated March 31, 2019 from NELCO in the sum of \$185,802.49 for work completed on MHA's Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project to be paid and processed by DHCD.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers for all matters previously poll approved by the Board, it was unanimously

VOTED: To confirm the email poll approval vote authorizing payment of Nelco Requisition #13 and submission of same to DHCD for payment and processing.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**B. AMP RAMP – INVOICE**

The Board was presented with an invoice No.055052 dated March 19, 2019 from Amramp for the construction of a ramp at the 557 Pleasant Street development community area, in the amount of \$12, 800.00.

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

VOTED: To approve payment of the invoice from Amramp from the CFP in the amount \$12,800 to erect the accessible ramp at 557 Pleasant Street.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**C. RUSSO BAR ASSOCIATES ALMAR, LLC – CHANGE ORDER**

The Executive Director reviewed an email from Rich Gorham of Russo Barr requesting MHA's consideration of approving certain change order work to be completed by Almar on MHA's Forestdale roof replacement project, the value of which was as yet undetermined but believed to amount to or below \$5,000. The Executive Director asked the Board to approve a change order in total of up to \$5,000 to allow all the work to be completed.

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

VOTED: To approve all change orders in an amount f up to \$5,000 in work value.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**D. CBI CONSULTING-INVOICES (3)**

The Board reviewed three invoices from CBI Consulting:

DATE:	INVOICE #	AMOUNT
3/26/19	30368	\$ 1,575.00
3/26/19	30376	4,950.00
3/28/19	30451	6,666.00

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

VOTED: To approve and authorize payment to CBI Consulting for construction administration in the sum of \$1,575 for design work on MHA's Springdale Roof project and \$6,666 for MH's Clement Street HILAPP project and authorize the Executive Director to submit each of same to DHCD for processing, and to additionally pay \$4,950 for the Springdale Site Survey to be paid by the COCC.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**E. SG RISK MANAGEMENT—INVOICE**

The Board reviewed an invoice from SG Risk Management in the amount of \$1,445 dated March 29, 2019 for consulting services.

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

VOTED: To approve the invoice in the amount of \$1,445 from SG Risk Management dated March 29, 2019 to be paid by the COCC.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

**F. BLACKSTONE BLOCK ARCHITECTS—INVOICE**

The Board reviewed and invoice from Blackstone Block Architects dated April 1, 2019 invoice number 4055 for the Springdale 667-2 window and door replacement in the amount of \$9,350.

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

VOTED: To approve payment to Blackstone Block Architects in the amount of \$9,350 for architectural design on the window and door replacement at Springdale development and to submit t DHCD for processing.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**G. JAMES M. HENNESSEY—INVOICES (2)**

The Board was presented two invoices dated April 4, 2019 from James Hennessey for inspections of state units in the amount of \$1,800 and for inspection of section eight units in the amount of \$1,762.50.

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

VOTED: To approve two invoices from James M. Hennessey one in the amount of \$1,762.50 for section eight inspections to be paid by Section 8 and one for \$1,800 for the inspection of MHA state units to be paid by the COCC.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**H. ALLEN AND MAJOR ASSOCIATES, INC. CHANGE ORDERS NO.1,2,3,4**

The Board reviewed a letter from Allen and Major Associates, Inc. concerning change orders requested for their project #1494-25 Replacement for Forestdale 667-1 & 3 Sylvan Street and Goodhue Street:

Change Order #	Increase Amount	Percent
CO #1	\$2,471.98	2.23%
CO #2	\$ 522.68	0.47%
CO #3	\$1,455.91	1.3%
CO #4	\$2,066.33	1.8%

Total contract increase: \$6,456.90

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

VOTED: To approve the change orders for a total increase of \$6,446.90 to the Forestdale waste line repair project.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**I. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION**

The Board reviewed the Commonwealth of Massachusetts Group Insurance Commission invoices for the third quarter (January to March) of the year in the amounts of:

Employees	\$203,012.34
Retired	\$ 51,108.59
Survivors	\$ 2,975.13
Total	\$257,096.06

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

VOTED: To approve payment of the GIC's invoices.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**J. MALDEN POLICE DEPARTMENT –INVOICES (5)**

The Board was presented with the Malden police invoices as follows:

Date:	Invoice #	Amount
3/26/19	19875	\$ 370.19
3/25/19	19867	493.60
3/27/19	19882	740.40
04/1/19	19893	1,604.19
04/5/19	19919	740.40
	Total	\$3,948.78

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

VOTED: Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**K. YMCA – INVOICES (2)**

The Board reviewed two invoices from the YMCA for the month of February 2019, one in the amount of \$1,560.93 for the Newland Street After School Program the other for the Linden After School Program in the amount of \$2,311.20.

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

VOTED: To approve two invoices from the YMCA in the amount of \$2,311.20 for the Linden Development and \$1,560.93 for the Newland Development.

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Frank M. Molis

Nays: None

**L. ALMAR, LLC CERTIFICATE AND APPLICATION FOR PAYMENT**

The board reviewed a request for Requisition #4 from Almar, LLC, dated April 5, 2019 for DHCD Project No. 165051 in the amount of \$63,956.85 for Forestdale roof replacement project.

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

VOTED: To approve payment of Requisition #4 to Almar, LLC in the amount of \$63,956.85 for the Forestdale roof replacement project.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**M. PROPOSAL TO PROVIDE HUD REQUIRED M & V REPORT FOR 2019**

The Board perused a bid response and proposal from EPC Solutions, LLC to create and submit the MHA's 2019 Measurement and Verification (M&V) EPC Operating Fund Report to HUD in the amount of \$1,725. This amount will be paid out of the COCC account.

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

VOTED: To approve and authorize the Executive Director to contract with EPC Solutions regarding this proposal in the amount of \$1,725 to submit the M & V reports to HUD.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**N. HIRE OF SUMMER EMPLOYEES**

The Board considered allowing MHA Employee high school/college age children 16 to 22 to work in the Malden Housing Authority administration offices or at the Newland or Linden Maintenance shop for up to 18 hours a week at \$13.50/hour from June through August (summer recess).

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

VOTED: To approve the hiring of MHA Employee school/college age children ages 16 to 22 to work in the administration offices or at Newland or Linden maintenance shop for up to 18 hours a week at \$13.50/hour during summer recess.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**O. DECLARATION OF TRUST - RESOLUTION NO. 2019 -01 or 02**

The Board reviewed three (3) form HUD Modernization Declarations of Trust for MHA's 2016, 2017 and 2018 Capital Fund grants. The Executive Director requested that the Board

Chairperson and Secretary be authorized to sign each of same and MHA's Attorney be authorized to record each of same with the Middlesex South Registry of Deeds so MHA would be current with her capital fund recording requirements.

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

VOTED: To approve the execution and recording of the three (3) Declarations of Trust by the Board Chairperson, Secretary and MHA's Attorney.

**4. POLICIES AND CONTRACTS**

**A. PROCUREMENT POLICY**

The Board reviewed revisions to the MHA's Procurement Policy and tabled discussion to the next meeting.

**5. REVIEW OF CHARITABLE REQUESTS**

**A. THE GALLERY INC.**

The Board reviewed a request from The Gallery Inc., which brings art, concerts and performances to the city.

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

VOTED: To approve and authorize a \$100 donation from the COCC to The Gallery, Inc.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**B. MALDEN GOLDEN TORNADO BOWLING FUNDRAISER**

A solicitation from Malden Golden Tornados was perused by the Board for the Changing Lanes Bowling tournament.

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

VOTED: To authorize and approve a \$200 donation from the COCC to Sponsor an MHA Employee team for the Malden Golden Tornado Changing Lanes Bowling Tournament fundraiser.

Ayes: Frank N. Molis, George N. Bayers and Francis C. Boudrow



Nays: None

**C. 27<sup>TH</sup> ANNUAL BIKE TO THE SEA DAY RIDE**

The Board considered a solicitation request from Bike to the Sea dated March 25, 2019.

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

VOTED: To approve and authorize a contribution of \$100 from the COCC to Bike to the Sea.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**D. BREAD OF LIFE**

A solicitation request from the Bread of Life was reviewed by the board.

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

VOTED: To approve and authorize a contribution of \$100 from the COCC to the Bread of Life.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**6. REVIEW OF CORRESPONDENCE AND NEWSLETTERS**

**A. DHCD NOTICE ON REGIONAL PARTNERSHIPS**

The Board reviewed a Public Housing Notice 2019-07 concerning the Creation of Regional Housing Authority Entities dated March 28, 2019. A letter indicating there was an upcoming meeting to attend if anyone was interested.

The matter was taken under advisement.

**B. NERC/NAHRO 2019 ANNUAL CONFERENCE**

The Board reviewed correspondence for the upcoming Nerc/Nahro 2019 Conference at Wentworth by the Sea June 23-26, 2019.

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

VOTED: To approve and authorize travel and attendance by MHA Staff and Commissioners to the Nerc/NAHRO Annual

Conference at MHA cost, and for MHA to reform the vote taken on March 26, 2019 to purchase a one-half page ad in the conference program book for a cost of \$100 to be paid by the COCC.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**C. PHADA 2019 ANNUAL CONVENTION AND EXHIBITION**

The Board reviewed correspondence for the upcoming PHADA Annual Conference to be held in Fort Lauderdale, Florida in June.

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

VOTED: To approve and authorize travel and attendance by MHA Staff and Commissioners to attend the PHADA Conference at MHA expense.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**D. MAHAMS INC. TRAINING**

The Board reviewed correspondence from MAHAMS INC. on training for the maintenance department.

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

VOTED: To approve training, travel and hotel cost at MHA expense for MHA maintenance staff to attend the MAHMAS training.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**E. COMPENSATION SURVEY PUBLICATION**

The Executive Director informed the Board the Annual PHADA Executive Compensation Survey results were available and asked the Board if MHA could purchase same to share with DHCD and MassNAHRO if requested.

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

VOTED: To approve the purchase of PHADA's Executive Compensation survey in the amount of \$65 to be paid by the COCC.

April 9, 2019

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

- F. The Board reviewed communications received from MassNAHRO and from the Taste of Malden Restaurant Event scheduled for April 29, 2019.

The Board took these matters under advisement.

7. **OPEN DISCUSSION**

The Board reviewed MHA's HR Department's Sick Time Report for CY End 2018, which also reported personal and vacation time used and/or lost by MHA employees during 2018.

The Board took these matters under advisement.

**ADJOURNMENT**

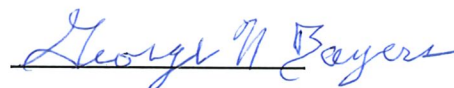
After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

Adjourned at 5:55PM



George N. Bayers, Secretary