

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 13, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow

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

1. APPROVAL OF MINUTES OF JULY 16, 2019

The minutes of the meeting of July 16, 2019 were submitted to the Board for review, 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 the minutes of July 16, 2019 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

**A. PORTLAND, MAINE HOUSING AUTHORITY AND WEGOWISE, INC. –
CONTRACT RENEWAL PROCUREMENT**

The Executive Director polled the Board by email on July 17, 2019 requesting the Board's consideration to allow the Portland (Maine) Housing Authority ("PMHA") to "piggyback" MHA's contract with WegoWise, Inc. for the PHA's contract procurement.

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

VOTED: To confirm the email poll approval and authorize the Executive Director to sign an Intergovernmental Agreement allowing PMHA to "piggyback" MHA's procurement of and contract with WegoWise, Inc. for utility energy monitoring and reporting services.

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

Nays: None

B. AQUA LINE UTILITY – CERTIFICATE OF SUBSTANTIAL COMPLETION

The Board was polled via email on July 18, 2019 requesting the execution of the Certificate of Substantial Completion for the sewer and drain line repair/replacement project at Forestdale be expedited. The invoice for this request in the sum of \$5,067.84 was previously approved for payment and submittal to Massachusetts Department of Housing and Community Development ("DHCD") at the July 16, 2018 meeting.

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

VOTED: To confirm the email poll approval and authorize the Executive Director to execute the Certificate of Substantial Completion for the sewer and drain line repair/replacement project at Forestdale.

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

Nays: None

C. SITE IMPROVEMENTS, INC. – CHANGE ORDER NO. 2

The Executive Director polled the Board via email on August 5, 2019 with Change Order No. 2 dated July 31, 2019 from Site Improvements, Inc., for MHA's parking area modernization project at the Newland Street development which change involves an additional cost for removal of asphalt and underlying material and replacement of the same for approximately 730 square yards, increasing the contract by \$26,858.

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

VOTED: To confirm the email poll approval of Change Order No. 2 from Site Improvements, Inc. for MHA's parking area modernization project at Newland Street and authorize the Executive Director to execute the change order increasing the contract in an amount up to \$26,858 for a total sum of \$218,660.

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

Nays: None

D. NELCO WORLDWIDE (“NELCO”) – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board scrutinized an Application and Certificate for Payment dated August 9, 2019 from NELCO in the sum of \$143,975.71 for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project.

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 to NELCO in the sum of \$143,975.71 for the Clement Street HILAPP project and to submit the same to DHCD for processing.

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

Nays: None

E. SITE IMPROVEMENTS INC. – INVOICE

An invoice dated June 25, 2019 from Site Improvements, Inc. for various federal parking area improvements in the sum of \$30,875 was considered 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 to Site Improvements, Inc. in the sum of \$30,875 to be paid from Capital Funds for parking area improvements.

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

Nays: None

F. SITE IMPROVEMENTS INC. – INVOICE

The Board analyzed an invoice dated July 24, 2019 from Site Improvements, Inc. for various federal parking area improvements in the sum of \$22,000.10

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

VOTED: To approve and authorize payment to Site Improvements, Inc. in the sum of \$22,000.10 to be paid from Capital Funds for parking area improvements.

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

Nays: None

G. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 13

An invoice from Homer Contracting, Inc., Requisition No. 13 dated July 31, 2019 in the sum of \$258,875 for work on the 630 Salem Street building envelope project was studied 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 to Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$258,875 for work on the 630 Salem Street building envelope project.

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

Nays: None

H. AVATAR CONSTRUCTION, INC. ("AVATAR") – REQUISITION NO. 3

Requisition No. 3 dated July 30, 2019 from Avatar in the sum of \$202,969.40 for roof replacement work at Linden was perused by the Board.

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

VOTED: To approve and authorize payment to Avatar in the sum of \$202,969.40 for roof replacement work at Linden to be paid from MHA's Capital Fund.

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

Nays: None

I. RICHARD D'AMBROSIA, INC. – INVOICE

The Board examined an invoice dated July 25, 2019 from Richard D'Ambrosia, Inc. for the construction of a new parking area at Rockland Avenue in the sum of \$33,297.50.

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 Richard D'Ambrosia, Inc. in the sum of \$33,297.50 and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

J. BLACKSTONE BLOCK – INVOICE

An invoice from Blackstone Block Architects dated August 1, 2019 in the sum of \$440 for architectural services for the window and door replacement at Springdale was reviewed by the Board.

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

VOTED: To approve and authorize payment to Blackstone Block Architects in the sum of \$440 for architectural services and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

K. CBI CONSULTING INC. (“CBI”) – INVOICE

The Board considered an invoice dated July 18, 2019 in the sum of \$17,716.88 for additional clerk of the works services and reimbursable expenses for the Clement Street rehabilitation project.

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 to CBI in the sum of \$17,716.88 for the Clement Street rehabilitation project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

L. GCG ASSOCIATES, INC. – INVOICES (2)

Two (2) invoices from GCG Associates, Inc. dated July 11, 2019 in the sum of \$1,000 and dated August 8, 2019 in the sum of \$1,125 for consulting services on the parking plans at scattered sites were analyzed by the Board.

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 of the two (2) invoices totaling \$2,125 from GCG Associates, Inc. to be paid from Capital Funds.

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

Nays: None

M. MALDEN YMCA – INVOICES (5)

Five (5) invoices from the YMCA were submitted to the Board as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
05/31/19	Newland Street After School Program	\$1,170.74
05/31/19	Linden Street Program	3,082.08
06/30/19	Newland Street After School Program	1,689.44
06/30/19	Linden Street Program	3,474.85
08/06/19	Resident Family Memberships	<u>4,166.67</u>
	TOTAL	<u>\$13,583.78</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$13,583.78 for the invoices detailed above with the Resident Family Membership invoice paid by the Central Office Cost Center ("COCC").

Ayes: George N. Bayers and Joan M. Chiasson

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

N. JAMES M. HENNESSEY– INVOICE

The Board studied an invoice dated August 7, 2019 from James Hennessey for Section 8 applicant reviews and Federal/State informal hearings in the sum of \$3,300.

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 in the sum of \$3,300 to James M. Hennessey for Section 8 applicant reviews and Federal/State informal hearings to be paid by Section 8 and/or the COCC.

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

Nays: None

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

An invoice dated August 7, 2019 from SG Risk in the sum of \$1,785 for risk management and insurance consulting services was perused by the Board.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,785 for consulting services to be paid from COCC.

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

Nays: None

P. DIANE COHEN (“COHEN”) – INVOICE

The Board examined an invoice dated August 1, 2019 in the sum of \$950 from Diane Cohen for consulting services on the Admissions and Continued Occupancy Plan (“ACOP”) and CORI policy review.

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 \$950 for consulting services to be paid by COCC funds.

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

Nays: None

Q. PATHFINDER TREE SERVICE, LLC – INVOICE

An invoice from Pathfinder Tree Service, LLC dated July 29, 2019 for removal of trees and grinding of stumps at the Forestdale development in the sum of \$35,300 was scrutinized 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 Pathfinder Tree Service, LLC in the sum of \$35,300 for removal of trees and grinding of stumps at Forestdale to be paid by COCC funds.

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

Nays: None

R. CBI – INVOICE

The Board scrutinized an invoice from CBI Consulting dated July 18, 2019 for construction contract administration in the sum of \$3,384 for exterior building envelope repairs at 630 Salem Street.

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

VOTED: To approve and authorize payment to CBI in the sum of \$3,384 for construction administration for building envelope repairs of 630 Salem Street to be paid from Capital Funds.

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

Nays: None

S. AVATAR – CERTIFICATE OF SUBSTANTIAL COMPLETION

A Certificate of Substantial Completion for the roof replacement at Linden dated July 30, 2019 from Avatar was considered by the Board.

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

VOTED: To approve and authorize the Executive Director to execute the Certificate of Substantial Completion for the Linden Roof Replacement project.

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

Nays: None

T. TRIANGLE, INC. - INVOICE

The Board analyzed two invoices from Triangle, Inc. dated July 17, 2019 in the sum of \$4,760 and one dated August 8, 2019 in the sum of \$4,456 for cleaning and maintenance services for the month of June 2019 at Pearl, Salem Street and Mountain Avenue.

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 to Triangle, Inc. in the sum of \$4,760 and \$4,456 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

U. MALDEN POLICE DEPARTMENT – INVOICES (13)

Thirteen (13) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were perused by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/12/19	20445	\$ 246.80
07/12/19	20449	123.40

07/16/19	20465	1,480.79
07/16/19	20468	246.80
07/18/19	20479	740.40
07/22/19	20497	246.80
07/25/19	20506	246.80
07/28/19	20516	493.60
07/30/19	20527	863.79
08/01/19	20548	740.39
08/06/19	20551	493.60
08/07/19	20573	246.80
08/07/19	20563	<u>493.60</u>
		<u>\$6,663.57</u>

After due discussion and upon motion duly made by Joan M. Chiasson 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 \$6,663.57 as listed above from the specific AMP's served.

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

Nays: None

V. VACATED TENANT BALANCES ("VTB")

The Executive Director offered an itemized list of VTB owed by former MHA tenants.

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

VOTED: To approve and authorize write-offs of all federal and state public housing Tenant Account Receivable VTB balances, as detailed below: \$98,254.21 as detailed below:

State 667	\$	3,748.00
AMP 1		61,518.42
AMP 2		4,745.00
AMP 3		4,587.00
AMP 4		3,729.40
AMP 5		10,829.39
AMP 6		<u>9,097.00</u>
TOTAL		\$98,254.21

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

Nays: None

W. EAST BOSTON SAVINGS BANK ("EBSB") – TRANSFER

The Executive Director presented the need to transfer \$750,000 from the Eastern Bank Money Market Account to EBSB Money Market Account to fund MHA's Energy Performance Contract ("EPC") obligations through upcoming FY 2020.

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 transfer of \$750,000 to the EBSB Money Market Account to fund MHA's FY 2020 EPC Loan payments.

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

Nays: None

X. INSPECTIONAL AND HEARING OFFICER SERVICES – REQUEST FOR PROPOSALS ("RFP")

The Modernization & Procurement Director, Edward Fahey presented the only bids received on MHA's RFP'S for inspectional services and for hearing officer services and recommended MHA award each bid to James M. Hennessey as the most responsive and responsible bidder and authorize the Executive Director to execute a contract with Mr. Hennessey in the amount of \$90 per hour for inspectional services and in the sum of \$120 per hour for hearing officer services.

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

VOTED: To award the bid for inspectional services in the sum of \$90 per hour and hearing officer services in the sum of \$120 per hour to James M. Hennessey as the most responsive and responsible bidder and authorize the Executive Director to contract with Mr. Hennessey for one (1) year at said amounts bid with the option to extend for up to four (4) additional consecutive years in the MHA's sole discretion.

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

Nays: None

Y. AMENDMENT TO CONTRACT – WILLIAM CROKEN

The Executive Director and the Modernization Director offered an Amendment to MHA's contract with William Croken dated October 1, 2016, to increase his weekly work time to approximately 27 hours/week at his current \$25 per hour but not to exceed \$34,999 in total per service year pursuant to MGL Chapter 30B.

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 Amendment to the contract dated October 1, 2016 with William Croken increasing his weekly billing time to approximately 27 hours per week at his current rate of pay of \$25 per hour with same not to exceed \$34,999 per service year pursuant to MGL Chapter 30B, and authorize the Executive Director to execute the contract amendment.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **DANA-FARBER – SOLICITATION**

A solicitation from the Dana-Farber Cancer Institute for the Summer 2019 drive was reviewed 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 the contribution of \$100 from the COCC to the Dana-Farber Cancer Institute.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

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

The Board analyzed a flyer for the upcoming Mass/NAHRO Criminal Offender Record Information (“CORI”) Training to be held on September 24, 2019 in Dedham, MA and the upcoming Low-Income Housing Tax Credit (“LIHTC”) program to be held in Medford, MA September 17, 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 and authorize appropriate staff and Commissioners travel, registration and attendance costs relating to the Mass/NAHRO CORI and LIHTC training programs to be held in September 2019 to be paid by the MHA.

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

Nays: None

B. MASSACHUSETTS ASSOCIATION OF HOUSING AUTHORITY MAINTENANCE SUPERVISORS ("MAHAMS") – ANNUAL MEETING

A flyer from MAHAMS was studied by the Board announcing its annual meeting to be held at the Resort and Conference Center at Hyannis, Mass from September 22-24, 2019.

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

VOTED: To authorize and approve appropriate staff and Commissioners eligible travel, registration and attendance costs to the MAHAMS Annual Conference in Hyannis to be paid by the MHA.

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

Nays: None

CORRESPONDENCE

- Ward Five Neighborhood Fund – Thank you for Councilor Murphy
- Cheverus School – Thank you in memory of Jim Conway
- MASS/NAHRO Weekly Wrap-up

7. OPEN DISCUSSION

None

ADJOURNMENT

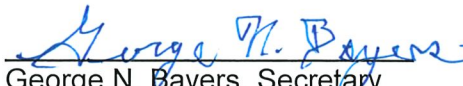
After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:55 PM


George N. Bayers, Secretary