

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 18, 2020 at 5:07 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING TELECONFERENCE: Mark A. Lawhorne, Chairperson, George N. Bayers and Frank M. Molis

COMMISSIONERS NOT IN ATTENDANCE: Joan M. Chiasson

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

1. APPROVAL OF MINUTES OF JULY 28, 2020

The minutes of the meeting of July 28, 2020 were scrutinized to the Board.

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

VOTED: To approve the minutes of July 28, 2020 as submitted.

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

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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A1. CHAPMAN WATERPROOFING COMPANY – CHANGE ORDER – POLL

The Executive Director received approval by email poll from the Board on August 4, 2020 for a change order from Chapman Waterproofing Company in the sum of \$14,029.31 to remove, reinforce and replace unstable asphalt affecting the 557 Pleasant Street structural wall repair and for the exterior insulation and finish systems ("EIFS") project.

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

VOTED: To confirm approval of the change order from Chapman Waterproofing Company and to authorize the Executive Director to contract for EIFS work at the 557 Pleasant Street development increasing the project contract by the sum of \$14,029.31 with costs to be paid by the Capital Fund.

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

Nays: None

A2. TERMINAL – CHANGE ORDER – POLL

The Board was polled by the Executive Director by email on August 4, 2020 with a change order from Terminal for replacement of an Information Technology (“IT”) switch at Linden for the cost of \$1,732.06 which would be added to the server and switch replacement change order approved at the July 28, 2020 Board meeting.

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

VOTED: To confirm the Board’s previous electronic approval and authorize the Executive Director to execute the change order from Terminal in the sum of \$1,732.06

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

Nays: None

A.3. TERMINAL – CORRECTION TO CHANGE ORDER – POLL

The Executive Director polled the Board by email on August 4, 2020 with a correction to and increase in the amount of a quote from Terminal in the amount of \$19,947.35 to perform an IT upgrade to the 630 Salem Street library facility and rescission of a Board vote reducing that amount taken at the regular Board meeting of July 28, 2020

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

VOTED: To confirm the Board’s previous electronic approval and authorize the Executive Director to rescind the vote taken on July 28, 2020 due to a scrivener’s error and execute the corrected change order in the sum of \$19,947.35

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

Nays: None

A.4. TERMINAL – REQUEST FOR PROPOSAL (“RFP”) – POLL

The Board was polled by the Executive Director on August 4, 2020 at the request of the Modernization and Procurement Director, Edward Fahey for the issuance of a task order to Terminal in an amount up to \$2,500 for the review of MHA's webpage and to revise the scope so same is more relevant to the public housing industry and thereafter to serve as a member of MHA's RFP's award determination team in selecting the proposal to be the most responsive and responsible to MHA's webpage needs.

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

VOTED: To confirm the Board's previous electronic approval and authorize the Executive Director to engage Terminal be part of MHA's bid determination team at a cost of up to \$2,500

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

Nays: None

A.5. UNITED ELEVATOR – INVOICE – POLL

The Executive Director polled the Board by email on August 4, 2020 for payment of an invoice dated July 24, 2020 from United Elevator in the sum of \$29,756.38 for work completed on the 557 Pleasant Street elevator rehabilitation project.

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

VOTED: To confirm the Board's previous electronic approval and authorize the Executive Director to pay United Elevator in the sum of \$29,756.38 from the Capital Fund.

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

Nays: None

A.6. CBI CONSULTING INC. (“CBI”) – INVOICE – POLL

The Board was polled by the Executive Director on August 4, 2020 for payment of an invoice dated July 23, 2020 from CBI in the sum of \$1,720 for completion of design work on the 120 Mountain Avenue second floor deck repair project.

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

VOTED: To confirm the Board's previous electronic approval and authorize the Executive Director to pay CBI the sum of \$1,720 for design work on the 120 Mountain Avenue second floor deck repair project to be paid from the Capital Fund.

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

Nays: None

A.7. STATE REQUIRED MINIMUM WAGE RATES – POLL

The Board was polled by the Executive Director by email on August 6, 2020 to increase the wage rates for MHA staff based on Massachusetts Department of Labor wage rates and the need to adjust upward the wages of 6 MHA maintenance employees retroactive to April 1, 2020 from the current wage of \$23.79 per hour to \$24.14 per hour.

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

VOTED: To confirm the approval of the wage adjustment for 6 MHA maintenance employees retroactive to April 1, 2020 to \$24.14 per hour as presented to the Board.

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

Nays: None

A.8. AMBIENT TEMPERATURE CORPORATION (“ATCO”) – PROPOSAL – POLL

The Executive Director polled the Board by email on August 10, 2020 for approval of a quote dated August 10, 2020 from Ambient Temperature Corporation the sum of \$26,754 to install central air conditioning system in the Linden Development office to replace the inefficient window air conditioners currently being used by administrative staff.

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

VOTED: To confirm the approval of Ambient Temperature Corporation’s quote in the sum of \$26,754 for the installation of a central air conditioning system in the Linden Development office with cost to be paid by AMP 1.

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

Nays: None

B. CBI – INVOICES (2)

Two invoices dated both dated July 23, 2020 from CBI in the sum of \$2,342.80 for engineering and structural review on the EIFS at 557 Pleasant Street and in the sum of \$2,787 for the roof replacement project at Newland and Coleman Streets was considered by the Board.

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

VOTED: To approve and authorize payment to CBI in the sums of \$2,342.80 for 557 Pleasant Street and \$2,787 for roof replacement at Newland and Coleman Streets to be paid from Capital Funds.

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

Nays: None

C. ALMAR, LLC – INVOICE

The Board analyzed an invoice dated August 12, 2020 from Almar, LLC in the sum of \$67,212.50 for completion of work on the roof replacement project at several developments (AMP1)

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

VOTED: To approve and authorize payment to Almar, LLC in the sum of \$67,212.50 for completion of work on the AMP 1 roof replacement project to be paid from Capital Funds.

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

Nays: None

D. BCM CONTROLS CORPORATION (“BCM”) – INVOICES (6)

Six (6) invoices all dated July 25, 2020 from BCM for upgrades on video surveillance systems at the various following Federal developments were studied by the Board:

275 Newland Street	\$8,559.15
312 Bryant Street	8,847.70
630 Salem Street	1,373.24
120 Mountain Avenue	1,250.75
557 Pleasant Street	954.17
89 Pearl Street	<u>8,703.43</u>
TOTAL	<u>\$29,688.44</u>

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

VOTED: To approve the six (6) invoices for upgrading video surveillance systems at the MHA developments as itemized above and authorize the Executive Director to pay the total sum of \$29,688.44 with payment allocated to the AMP's improved.

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

Nays: None

E. SITE IMPROVEMENTS INC. – INVOICE

The Board perused an invoice dated August 11, 2020 from Site Improvements, Inc. for the completed Federal parking area improvements, including emulsification and restriping in the sum of \$4,600.

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

VOTED: To approve and authorize payment to Site Improvements, Inc. in the sum of \$4,600 to be paid from MHA's Capital Fund for parking area improvements and approve and authorize the Executive Director to sign the Certificate of Final Completion on this project.

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

Nays: None

F. RUSSO-BARR ASSOCIATES – INVOICE

An invoice dated July 31, 2020 from Russo-Barr Associates in the sum of \$1,500 for warranty inspection work on the Forestdale roof replacement project was examined by the Board.

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

VOTED: To approve payment to Russo Bar Associates in the sum of \$1,500 for warranty inspection services for the roof project at Forestdale and authorize the Executive Director to submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICES (2)

The Board scrutinized two (2) invoices from MVES dated June 30, 2020 in the sum of \$14,349.21 for the month of April 2020 and dated July 28, 2020 in the sum of \$13,313.89 for the month of May 2020 for resident service coordinators at various federal developments.

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

VOTED: To approve and authorize payment to MVES in the sums of \$14,349.21 and \$13,313.89 and to be allocated to the Federal Amps served.

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

Nays: None

H. 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 George N. Bayers and seconded by Frank M. Molis, 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:

State 667	\$1,587.00
AMP 1	11,109.61
AMP 2	570.00
AMP 3	4,187.20
AMP 4	1,172.61
AMP 5	2,010.00
AMP 6	<u>3,622.00</u>
TOTAL	\$24,258.42

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

Nays: None

I. DIANE COHEN – INVOICE

An invoice dated August 1, 2020 in the sum of \$1,650 from Diane Cohen for consulting services on MHA’s State and Federal Public housing and Section 8 programs was reviewed by the Board.

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

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$1,650 for consulting services to be allocated to Central Office Cost Center (“COCC”), Public Housing and Section 8 programs.

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

Nays: None

J. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board considered an invoice dated August 3, 2020 from SG Risk in the sum of \$467.50 for risk management consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$467.50 for consulting services with payment allocated against AMP's served and/or the COCC.

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

Nays: None

K. MHA RESIDENT FAMILY MEMBERSHIP AND PROGRAM SERVICES

A RFP for youth after school programming at the Newland and Linden developments from a local community health, fitness and wellness provider agency was brought to the attention of the Board.

For information purposes only with expected action at a later date.

L. MALDEN POLICE DEPARTMENT – INVOICES (8)

Eight (8) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were analyzed by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/20/20	22728	\$ 395.43
07/20/20	22741	263.65
07/21/20	22754	1,054.60
07/28/20	22776	527.30
07/29/20	22798	790.95
07/30/20	22819	263.65
08/04/20	22839	263.65
08/11/20	22862	<u>1,581.90</u>
	TOTAL	<u>\$5,141.13</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$5,141.13 as appropriate from the AMP's served.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **MHA'S FY 2021 ANNUAL PLAN**

The Board discussed MHA's Annual Plan for FY 2021.

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

VOTED: To adopt, approve and authorize the Executive Director to submit MHA's Annual Plan for FY 2021 to DHCD.

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

Nays: None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Bread of Life – Thank you.

7. **OPEN DISCUSSION**

A. **RESIDENT ADVISORY BOARD ("RAB") AND PUBLIC HOUSING AUTHORITY PUBLIC ("PHA") MEETING**

The Executive Director announced the RAB and PHA meetings would most likely be held remotely.

No further action was necessary.

ADJOURNMENT

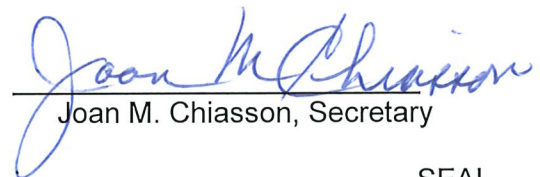
After due discussion and upon motion duly made by George N. Bayers and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM


Joan M. Chiasson, Secretary

SEAL