

:

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 22, 2017 at 5:05 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow, Chairperson

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

1. REVISIONS TO JULY 11, 2017 AND APPROVAL OF MINUTES OF JULY 25, 2017

The Board discussed the needed revision to the vote previously taken at the July 11, 2017 Board meeting for the YMCA vote (Financial #3L). It should have been noted that Frank M. Molis abstained from said vote. Mark A. Lawhorne was absent but, was listed as abstaining.

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 minutes of July 11, 2017 as amended.

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

Nays: None

The minutes of the meeting of July 25, 2017 were presented to the Board and 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 25, 2017 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the list of bills and checks and after due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – WASTE LINE REPAIRS AT FORESTDALE

The Board reviewed a letter dated August 9, 2017 from DHCD approving the low-bid for waste line repairs at the Forestdale development with Aqua Line Utility, Inc. in the sum of \$110,500.

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

VOTED: To authorize the Executive Director to contract with Aqua Line Utility, Inc. and place the required notice of contract award in the Central Register for the waste line repairs at Forestdale.

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

Nays: None

B. CLEMENT STREET – HIGH LEVERAGE ASSET PRESERVATION PROGRAM ("HILAPP")

The Executive Director discussed MHA's need to contribute up to an additional \$25,000 in Central Office Cost Center ("COCC") funds to the Clement Street HILAPP project to cover a projected funding gap over and above the approximately \$314,000 already committed.

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

VOTED: To authorize and approve up to an additional \$25,000 from COCC fund to the Clement Street HILAPP project to cover any funding gap over and above the approximately \$314,000 already committed.

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

Nays: None

C. JAMES M. HENNESSEY – INVOICE

The Board considered an invoice dated August 17, 2017 from James M. Hennessey in the sum of \$3,262.50 for quality control inspectional work at various scattered sites.

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

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$3,262.50 for quality control inspections to be paid and allocated between Section 8 and the COCC

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

Nays: None

D. BIDDOCS ONLINE – INVOICE

An invoice dated August 14, 2017 from BidDocs Online in the sum of \$524.45 for bid documents for Forestdale were analyzed by the Board.

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

VOTED: To authorize and approve payment to BidDocs Online in the amount of \$524.45 for the Forestdale and submit the invoice to DHCD for such payment.

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

Nays: None

E. NEWLAND STREET – LEAD TESTING PROPOSAL

The Executive Director explained that the Request for Proposals for lead testing services for the Newland Street development resulted in one bid. A memorandum from Ed Fahey dated August 3, 2017 recommended ATC Group Services ("ATC") with a proposed price of \$56,635 as the only responsive and responsible bidder.

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 bid award and authorized the Executive Director to contract with ATC for lead testing services at the Newland Street development with a proposed price of \$56,635, as the most responsive and responsible bidder.

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

Nays: None

F. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICES (4)

Four (4) invoices from MVES for resident service coordinators at the various developments and coverage of Forestdale events were studied by the Board as follows:

<u>Dated</u>	<u>Period/Services</u>	<u>Amount</u>
08/07/17	June 2017 – Resident Service Coordinators	\$11,419.76
08/07/17	June 2017 – Forestdale Event	92.16
08/18/17	July 2017 – Resident Service Coordinators	10,436.54
08/18/17	July 2017- Forestdale Event	<u>92.16</u>
	TOTAL	<u>\$22,040.62</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 and authorize the payment of \$22,040.62 to MVES for on-site Resident Service Coordinator services with \$184.32 of that sum to be paid by the COCC for services provided Forestdale residents.

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

Nays: None

G. CBI CONSULTING INC. ("CBI") – INVOICE

The Board perused an invoice dated July 26, 2017 from CBI for construction documents and bidding assistance in the sum of \$1,950 for the Clement Street project.

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

VOTED: To approve and authorize payment to CBI in the sum of \$1,950 for construction documents and bidding assistance for the Clement Street project, to be submitted to DHCD for such payment.

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

Nays: None

H. CBI – INVOICE

An invoice dated July 26, 2017 from CBI for engineering and construction administration in the sum of \$5,780 for the Newland Street accessibility project was examined 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 CBI in the sum of \$5,780 from the Capital Fund for engineering and construction administration for the Newland Street accessibility project.

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

Nays: None

I. CBI – INVOICE

An invoice dated July 26, 2017 from CBI for clerk of the works in the sum of \$2,750 for the Newland Street construction on steps and stoops was scrutinized 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 CBI in the sum of \$2,750 for clerk of the works for Newland Street to be paid from the Capital Fund.

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

Nays: None

J. METRO FLOORING – INVOICE

The Board reviewed an invoice dated July 31, 2017 from Metro Flooring in the sum of \$3,224.76 for carpet installation at Rockland Street.

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 Metro Flooring in the sum of \$3,224.76 for carpet installation at Rockland Street and submit the invoice to DHCD for such payment.

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

Nays: None

K. MALDEN YMCA ("YMCA") INVOICE

An invoice from the YMCA dated August 1, 2017 in the sum of \$4,166.67 for MHA resident family memberships and program services for the month of July 2017 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

VOTED: To approve and authorize payment to the YMCA in the sum of \$4,166.67 for July 2017 federal family memberships to be paid from COCC funds.

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

L. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICE

The Board analyzed an invoice dated July 31, 2017 for fidelity insurance coverage from October 1, 2017 thru October 1, 2018 in the sum of \$1,158

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 HAI Group for fidelity insurance coverage from October 1, 2017 thru October 1, 2018 in the sum of \$1,158 to be paid from COCC funds.

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

Nays: None

M. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

The Board was presented an invoice from GIC dated August 7, 2017 showing a credit to MHA in the amount of \$734.87

No further action was necessary.

N. MALDEN POLICE DEPARTMENT – INVOICES (9)

Nine (9) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were studied as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/26/17	16201	\$221.41
07/31/17	16231	987.20
08/01/17	16250	740.40
08/04/17	16273	740.40
08/07/17	16283	246.80
08/07/17	16291	246.80
08/09/17	16331	246.80
08/11/17	16349	493.60
08/14/17	16368	<u>246.80</u>
	TOTAL	<u>\$4,170.21</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 \$4,170.21 for detail patrol coverage.

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

Nays: None

O. SIEMENS INDUSTRY, INC. (“SIEMENS”) – INVOICE

The Board perused an invoice dated July 1, 2017 from Siemens in the sum of \$40,943 for testing under the Energy Performance Contract from July 1, 2017 thru June 30, 2018 for the U.S. Department of Housing and Urban Development (“HUD”)

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 Siemens in the sum of \$40,943 for testing for the Energy Performance Contract from July 1, 2017 thru June 30, 2018

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

Nays: None

P. CAPITAL FUND PROGRAM (“CFP”) – REVISIONS

The Executive Director explained to the Board the necessity for several revisions to the CFP for FY 2016 and 2017. The Revised 2016 CFP reallocated several work items within the Newland Street development budget while the Revised 2017 CFP made adjustments for elevator upgrades at both Pleasant Street and Pearl Street.

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 revisions to the CFP for FY 2016 and 2017 and submit to HUD for approval.

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

Nays: None

4. POLICIES

A. PROPOSED REVISION TO MHA’S PERSONNEL POLICY

The Board reviewed the current MHA Personnel Policy and the proposed changes to address employee’s use of sick time and supervisory approval of absences.

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 adopt a revision to MHA’s Personnel Policy clarifying that vacation and personal time require the approval of each employee’s immediate supervisor or, in the supervisor’s absence, the Human Resources Director in order for an employee to use such time, that personal and vacation time cannot be substituted for an employee’s claim of sick time, and that an employee taking more than six (6) unexcused sick days in a calendar year will be considered an abuser of MHA’s sick leave policy.

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

Nays: None

B. PROPOSED REVISION TO MHA’S PROCUREMENT POLICY

It was noted that the State has changed its limits for the Executive Director to expend COCC funds and to enter into contracts for goods and services not to exceed \$49,999 for small purchases and other minor amendments. The Executive Director suggested that MHA revise its procurement policy to reflect the same.

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 adopt the revisions and amendments to MHA's Procurement Policy to authorize the Executive Director to expend COCC funds and to enter into contracts for goods and services not to exceed \$49,999.

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

Nays: None

5. CHARITABLE REQUESTS

A. FRIENDS OF OAK GROVE, INC.

A flyer from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Haunt Jaunt scheduled for October 22, 2017 was examined 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 authorize and approve a \$100 donation from COCC to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Haunt Jaunt.

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

B. BREAD OF LIFE

The Board reviewed a solicitation from the Bread of Life seeking support for the 25th Annual Walk for Bread and 5k Run.

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 a donation from the COCC in the sum of \$100 to Bread of Life.

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

Nays: None

- Massachusetts National Association of Housing & Redevelopment Officials (Mass/NAHRO) – Resident Board Member Training
- Regional Capital Assistance Team (“RCAT”) Advisory Board Meeting Agenda

7. **OPEN DISCUSSION**

None

ADJOURNMENT

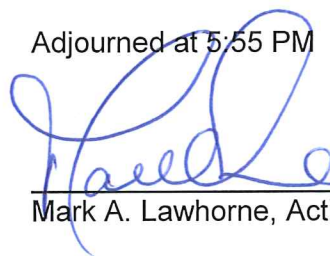
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

Ayes: 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