

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 11, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Chariperson, Mark A. Lawhorne, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

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

1. APPROVAL OF MINUTES OF NOVEMBER 27, 2018

The minutes of the meeting of November 27, 2018 were presented to the Board and 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 November 27, 2018.

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

Nays: None

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, Mark A. Lawhorne, George N. Bayers and Francis C. Boudrow

Nays: None

Joan M. Chiasson joined the meeting

3. FINANCIAL MATTERS

A. HOMER CONTRACTING, INC. ("HOMER") – CHANGE ORDER

Change Order No. 3 dated December 5, 2018 from Homer for balcony floor drains at 64 locations on the exterior envelope at 630 Salem Street was reviewed by the Board. The change order is an increase of \$22,272.00 for a total revised contract of \$4,984,656.

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

VOTED: To approve Change Order No. 3 in the sum of \$22,272 from Homer for exterior balcony drains and authorize the Executive Director to execute the same.

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

Nays: None

B. NELCO – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board considered an Application and Certificate for Payment dated December 7, 2018 from NELCO in the sum of \$400,684.94 for the 14-16 Clement Street rehabilitation project.

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 payment to NELCO in the sum of \$400,684.94 for the 14-16 Clement Street HILAPP rehabilitation project and to submit the same to DHCD for processing.

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

Nays: None

C. HOMER – INVOICE

An invoice dated December 6, 2018 in the amount of \$131,000 from Homer for the building envelope project at 630 Salem Street was analyzed 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 Homer in the sum of \$131,000 for the 630 Salem Street project to be paid from the Capital Fund.

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

Nays: None

D. NAN MCKAY ASSOCIATES, INC. (“NAN MCKAY”) – INVOICE

The Board studied an invoice dated November 28, 2018 in the sum of \$2,500 for an annual subscription to Nan McKay's Go Section 8 providing necessary information to assist in preparing rent reasonableness calculations. The subscription runs from February 1, 2019 thru January 31, 2020.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to Nan MacKay in the sum of \$2,500 for Gosection8 subscription renewal to be paid by Section 8.

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

Nays: None

E. TRIANGLE, INC. – INVOICE

An invoice dated November 14, 2018 from Triangle, Inc. in the sum of \$4,177.50 for cleaning, maintenance and landscaping services for the month of October 2018 was perused by the Board.

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 payment to Triangle, Inc. in the sum of \$4,177.50 for cleaning, maintenance and landscaping services with payment to be allocated against the AMP's served.

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

Nays: None

F. DIANE COHEN ("COHEN") – INVOICE

The Board examined an invoice dated December 1, 2018 in the sum of \$2,000 from Diane Cohen for consulting services for the Family Self-Sufficiency program ("FSS") and Admissions and Continued Occupancy Plans ("ACOP")

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 Diane Cohen in the sum of \$2,000 for consulting services to be allocated to the appropriate cost center, inclusive of the COCC.

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

Nays: None

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

An invoice dated December 3, 2018 from SG Risk in the sum of \$403.75 for risk management and insurance consulting services was scrutinized by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sum of \$403.75 from the COCC for consulting services.

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

Nays: None

H. YMCA – INVOICE

The Board reviewed an invoice from the YMCA for MHA's Federal Public Housing Membership program dated December 5, 2018 in the amount of \$4,166.67 for the November 2018 membership.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was

VOTED: To approve payment to the YMCA in the sum of \$4,166.67 to be paid by the COCC for the provision of family memberships.

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

Nays: None

Abstain: Frank M. Molis and Mark A. Lawhorne

I. ANTHONY'S OF MALDEN – INVOICE

An invoice dated December 13, 2018 from Anthony's of Malden for MHA's Annual Holiday party in the sum of \$2,520 was considered by the Board. A separate charge for the musician to play at the Holiday party was also taken into consideration.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to Anthony's of Malden in the maximum sum of \$2,520 and also \$125 for a musician.

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

Nays: None

The Board also discussed a gratuity for the services received for the Holiday party and decided to provide a gratuity in the sum of \$420.

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 in the sum of \$420 as a gratuity for the wait staff at the Holiday party.

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

Nays: None

J. **NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("NAHRO") – INVOICE**

An undated invoice from NAHRO for the annual period starting April 1, 2019 in the sum of \$3,606.96 for MHA's annual membership to NAHRO was analyzed by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to NAHRO in the sum of \$3,606.96 from the appropriate cost center inclusive of the COCC for MHA's annual membership.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **MALDEN READS**

The board studied a solicitation and material from Malden Reads.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize a donation from the COCC of \$100 to Malden Reads.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Housing Families Inc. – Thank you

7. **OPEN DISCUSSION**

A. **MHA BOARD MEETING**

With timing of holidays and the early January meeting date, the need for a second meeting in December was discussed.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To waive the 2nd December Meeting and schedule the next Board meeting for January 8, 2018.

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

Nays: 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, Francis C. Boudrow and Joan M. Chiasson

Nays: None

Adjourned at 5:30 PM


George N. Bayers, Secretary