

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 15, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: George N. Bayers Chairperson, Francis C. Boudrow, Joan M. Chiasson (tardy), Frank M. Molis and Mark A. Lawhorne

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF NOVEMBER 24, 2015 AND DECEMBER 15, 2015

The minutes of November 24, 2015 and December 1, 2015 were presented to 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 the minutes of November 24, 2015 and December 1, 2015 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

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

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

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

Nays: None.

3. FINANCIAL MATTERS

A. REQUEST FOR PROPOSALS ("RFP") – TECHNICAL ASSISTANCE SERVICES

The Board reviewed responses to technical assistance RFP's as follows:

<u>Consultant</u>	<u>Fee</u>	
Diane Cohen	\$100.00	Hourly
Borrell Technology	\$195.12	Hourly Principal Consultant
	173.30	Hourly Senior Consultant
	37.83	Hourly Clerical
Howard L. Gordon	\$6,250.00	Monthly

The recommendation of Edward Fahey, MHA's Director of Modernization and Procurement, was that the bids be awarded to all consultant providers listed above to ensure complete coverage of MHA's technical assistance needs. The above bids are for one (1) year with MHA's option to extend for four (4) more years with a minimum of \$1,000, and maximum of \$100,000 per contract year.

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 award indefinite quantity contracts for technical assistance services to the above respondents and authorize the Executive Director to contract the same for one (1) year with MHA's option to extend for four (4) more years with a minimum of \$1,000, and maximum of \$100,000 per contract year.

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

Nays: None.

Joan M. Chiasson joined the meeting.

B. PAYMENT IN LIEU OF TAXES ("PILOT") – FISCAL YEAR 2015

The Board reviewed an email itemizing the PILOT contributions by MHA to the City of Malden detailed by development for total payment to the City of \$295,214.82.

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

VOTED: To approve and authorize payment in the sum of \$295,214.82 to the City of Malden for PILOT for Fiscal Year 2015.

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

Nays: None.

C. HAB INC. – INVOICE

An invoice dated December 1, 2015 from HAB Inc. for the annual software support contract renewal in the amount of \$15,099 was considered by the Board.

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

VOTED: To authorize and approve payment (in full to obtain discount) to HAB Inc. in the amount of \$15,099 for the annual software support contract.

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

Nays: None.

D. MALDEN CONTRIBUTORY RETIREMENT SYSTEM ("MALDEN RETIREMENT") – LETTER

The Board analyzed a letter from Malden Retirement for the annual payment due for FY 2017 in the sum of \$1,102,173. Typically, MHA would pay this invoice quarterly over the City of Malden's next fiscal year (beginning July 1), but the Executive Director explained that MHA would save significant interest costs associated with the quarterly payment process by paying this obligation in total prior to July 1, 2016.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To accept and approve the annual retirement appropriation for FY 2017 in the sum of \$1,102,173 and to pay in full by July 1, 2016.

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

Nays: None.

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

An invoice dated December 2, 2015 from GIC for MHA's health insurance premiums for employees, retirees and survivors for the period October 1, 2015 to December 31, 2015 in the sum of \$239,927.85 was studied by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to GIC for health insurance premiums in the sum of \$239,927.85 for MHA employees and retirees for the period October 1, 2015 to December 31, 2015.

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

Nays: None.

F. NATIONWIDE RETIREMENT SOLUTIONS AGREEMENT ("NATIONWIDE") – RETIREMENT PROGRAMS

The Board perused a letter dated August 17, 2015 from Nationwide detailing loan procedures for retirement programs, including Governmental 457(b) Plan Loan Procedures.

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

VOTED: To authorize the Executive Director to sign, accept and approve Nationwide to provide retirement programs to MHA employees, including Governmental 457(b) Plan Loan Procedures.

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

Nays: None.

G. PLYMOUTH COUNTY COOPERATIVE PUBLIC SERVICE VEHICLE BID ("PLYMOUTH") – MEMBERSHIP INVOICE

A letter dated November 16, 2015 from Plymouth with an attached invoice in the sum of \$200 for MHA's annual membership for 2016 for group purchasing prices for vehicles was examined by the Board.

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

VOTED: To approve and authorize payment to Plymouth in the sum of \$200 for MHA's annual membership.

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

Nays: None.

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

The Board scrutinized an invoice from NAHRO in the sum of \$2,966.25 for MHA's annual membership to NAHRO ending March 31, 2017.

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

VOTED: To approve and authorize payment to NAHRO in the sum of \$2,966.25 for MHA's annual membership.

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

Nays: None.

I. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board reviewed four (4) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/23/15	12400	\$ 442.82
12/08/15	12441	1,549.87
12/10/15	12452	221.41
12/14/15	12518	<u>664.23</u>
	TOTAL	<u>\$2,878.33</u>

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 the Malden Police Department in the total sum of \$2,878.33.

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

Nays: None.

J. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES dated November 24, 2015 in the sum of \$11,448.46 for resident service coordinators at the various developments for the month of October 2015 and in the sum of \$30.75 for coverage of a Forestdale event were considered by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to MVES in the sums of \$11,448.46 and \$30.75.

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

Nays: None.

K. REVALUE TECH – QUOTE

Ed Fahey presented a quote from Revalue Tech and T-Mobile to purchase MHA's old, unused phone equipment in the sum of \$216.

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 the acceptance of the quote from Revalue Tech to purchase MHA's old phones for the price of \$216.

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

Nays: None.

L. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – FORCE ACCOUNT LABOR INVOICE

The Board analyzed the approval of DHCD for payment of MHA labor for the installation of screen doors in the sum of \$2,812.48.

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 accept the reimbursement from DHCD for MHA labor for installation of screen doors in the sum of \$2,812.48.

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

Nays: None.

M. BCM CONTROLS ("BCM") – CHANGE ORDER

A change order from BCM dated December 15, 2015 for unexpected length of camera wiring at Suffolk Manor in the sum of \$3,643 was studied by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and accept the change order from BCM for camera wiring at Suffolk Manor in the sum of \$3,643.

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

Nays: None.

N. DHCD – AWARD FY 2018

A letter dated November 20, 2015 from DHCD awarding MHA \$280,160 in Formula Funding for FY 2018 with an asbestos abatement amount of \$12,500 was perused by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and accept the award from DHCD for FY 2018 in the sum of \$280,160 in Formula Funding, including the asbestos abatement.

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

Nays: None.

O. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") – FAMILY SELF-SUFFICIENCY ("FSS") PROGRAM GRANT AGREEMENT

The Executive Director informed the Board of a FSS Grant Agreement from HUD in the total sum of \$124,468 and commended the program as one of the most beneficial HUD programs.

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

VOTED: To approve and authorize the acceptance of the FSS Grant Agreement from HUD in the sum of \$124,468 and authorize the Executive Director to execute required documents.

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

Nays: None.

P. FAIR MARKET RENTS ("FMR")

The Executive Director presented HUD's Final Fair Market Rents by bedroom size for FY 2016 and requested the Board consider approving the same to be implemented as of January 1, 2016 for all new lease-ups and recertification for 3, 4 and 5 (and greater) bedroom units by adopting 100% of the FY 2016 FMR, and for 0, 1, and 2 bedroom units by adopting 105% of the FY 2016 FMR for Section 8 Payment Standards consistent with MHA's Section 8 Administrative Plan ("Admin Plan"). The Executive Director also requested the Board to approve 100% of HUD's published FMRs by all bedroom sizes as MHA's public housing flat rents consistent with MHA's Admissions and Continued Occupancy Plan ("ACOP"). MHA will continue to review the appropriateness of the Payment Standard on a regular basis. MHA will consider the following factors when considering changing the Payment Standard: funding availability, rent burden of participating families, lease up time and success rates, quality of units selected and unit availability (vacancy rates).

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 adopt HUD's final published FMRs at 105% for 0, 1, and 2 bedrooms and at 100% for 3 bedrooms and larger as MHA's Payment Standard as described above for the Housing Choice Voucher Program (Section 8), and to adopt 100% of HUD's published FMRs by all bedroom sizes as MHA's public

housing flat rents for FY 2016, effective January 1, 2016 for all lease-up and recertification.

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

Nays: None.

4. POLICIES

A. ACOP AND SECTION 8 ADMINISTRATIVE PLAN ("ADMIN PLAN") – PROPOSED CHANGES

The Board reviewed proposed changes to the ACOP and Admin Plan dated December 15, 2015 by HUD as follows:

- Clarifications to Housing and Economic Recovery Act ("HERA");
- Revisions to clarify definition of extremely low-income family and area median income;
- Revisions to flat rate language mandated under the 2014 Appropriations Act;
- Removal of the ACOP Addendum;
- Modifications relating to the expansion of MHA's local preference, super preference language, transfer language and use of Lexis;
- Revisions to Project Based Vouchers component of the Section 8 program;
- Removal of outdated guidance including references to Protecting Tenants at Foreclosure Act and other temporary assistance;
- Modifications and clarification necessary to bring the Admin Plan current with other minor changes to HUD regulations and guidance.
- Modification and clarification purposes relating to the expansion of MHA's local preference;
- Addition of Enhanced Voucher to Special Admissions funding category;
- Modification of Mass NAHRO Admissions sections to eliminate unnecessary Super Preference language; and
- Additional amendments to FMR Payment Standard.

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

VOTED: To approve and adopt HUD's proposed changes to ACOP and Admin Plan as defined above and to so revise each document.

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

Nays: None.

B. INTENT TO VACATE POLICY

A Memorandum dated December 3, 2015 from Jennifer Carlson, Director of Public Housing was considered by the Board. The Memorandum contains specific instructions and guidelines to MHA personnel in the case of a Tenant intending to vacate a MHA unit.

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

VOTED: To approve and adopt the Intent to Vacate Policy.

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

Nays: None.

5. CHARITABLE REQUESTS

A. MVES

A solicitation from MVES to purchase tickets to its Bellyful of Laughs comedy night, January 23, 2016 at Anthony's to benefit the Meals on Wheels program was analyzed by the Board.

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

VOTED: To authorize and approve a \$100 donation from the COCC to the Bellyful of Laughs comedy night to benefit the Meals on Wheels program sponsored by MVES.

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

Nays: None.

B. TRIPLE THREAT TRIVIA LIBRARY FUNDRAISER

The Executive Director explained MHA's involvement in the Malden Public Library fundraiser called Triple Threat Trivia.

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 Public Library in the sum of \$360 from the COCC for the Triple Threat Trivia.

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

Nays: None.

C. MALDEN READS

A solicitation and material from Malden Reads was studied by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None.

E. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC.

A request for a donation from the Malden Neighborhood Basketball League, Inc. was examined by the Board.

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

VOTED: To authorize and approve a \$100 contribution from the COCC to the Malden Neighborhood Basketball League, Inc.

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

Nays: None.

F. MASSACHUSETTS SENIOR ACTION COUNCIL

The Board scrutinized a solicitation from the Massachusetts Senior Action Council to benefit homeless seniors.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve a \$100 donation from the COCC to the Massachusetts Senior Action Council.

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

Abstain: George N. Bayers

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **EMPLOYEE RETIREMENT**

The Executive Director explained that a long-term employee, John Bello, was retiring in early January and it was suggested that MHA purchase a plaque and provide a brunch in honor of his service with expenditure up to \$325.

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

VOTED: To approve and authorize the purchase of a plaque and the expenditure of up to \$325 for a brunch for John Bello.

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

Nays: None.

B. **HAB, INC. CONFERENCE**

A flyer from HAB, Inc. announcing its annual software users national meeting to be held in Clearwater Beach Florida on April 10-12, 2016.

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 Commissioners and appropriate staff members to attend the HAB, Inc. national meeting conference with all allowable costs and expenses to be paid by MHA or reimbursed.

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

Nays: None.

C. **NEW ENGLAND REGIONAL COUNCIL NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NERC/NAHRO) – 2016 MID-WINTER CONFERENCE PROGRAM BOOK**

The Board a solicitation from NERC/NAHRO on the 2016 Mid-Winter Conference program book scheduled for January 31 – February 3, 2016 in Newport, RI.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the expenditure of \$100 for a one-half page ad in the NERC/NAHRO Mid-Winter program book and approve Commissioners and any appropriate staff member to attend the NERC/NAHRO 2016 Mid-Winter Conference.

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

Nays: None.

C. CORRESPONDENCE

The Board received the following correspondence and newsletters:

- Proposed smoke-free housing rule from HUD
- Friends of Oak Grove, Inc. – Thank you
- MassNAHRO Board Member Certification Programs
- PHADA Annual Conference
- NAHRO News and Monitor
- Tailored for Success – Thank you
- Bread of Life Newsletter

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:05 PM


Joan M. Chiasson, Secretary