

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 15, 2020 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING: George N. Bayers, Chairperson, Joan M. Chiasson, Frank M. Molis and William P. Hurley

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF NOVEMBER 24, 2020

The minutes of the meeting of November 24, 2020 were scrutinized 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 the minutes of the November 24, 2020 meeting as submitted.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board examined the Massachusetts Rental Voucher Program ("MRVP") and "Section 8" payments for the month of November 2020 totaling \$1,312,083.68 and the Revolving Fund Checks payments for the month of November 2020 totaling \$267,836.93

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve the bills and signing of checks for November 2020

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

3. FINANCIAL MATTERS

A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – INSURANCE INVOICE

The Executive Director received approval via email poll sent to the Board on December 1, 2020 for MHA's State Public Housing Program Insurance Coverage invoice dated November 30, 2020 in the amount of \$31,620 administered by Hays Companies and issued by various providers.

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

VOTED: To confirm the poll approval for MHA's State insurance coverage invoice from Hays Companies in the amount of \$31,620

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

B. DGI – PROPOSAL

The Board was polled by the Executive Director, by email on December 14, 2020, regarding a proposal from DGI dated December 3, 2020 in the sum of \$3,100.70 to enclose the new wall mounted training monitor in the 630 Salem Street library to protect it from unintended use. DGI would be working under Terminal's contract with MHA and it was noted that Terminal may increase its contract by 10% for an estimated cost to be approximately \$3,410.77

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Moils, it was unanimously

VOTED: To confirm the poll approval for the proposal from DGI working under Terminal's contract to enclose the new wall mounted training monitor in the 630 Salem Street library for the approximate sum of \$3,410.77

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

C. UNITED ELEVATOR COMPANY, INC. ("UNITED") – INVOICE

An invoice from United and dated November 23, 2020 for the 557 Pleasant Street elevator modernization project in the sum of \$190,135.37 was considered by the Board. It was noted this was expected to be the final payment.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Moils, it was unanimously

VOTED: To approve and authorize the Executive Director to sign the requisition and pay United in the sum of \$190,135.37 from the Capital Fund for completion of the 557 Pleasant Street elevator modernization project.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

D. ALMAR, LLC (“ALMAR”) – CHANGE ORDER

The Board analyzed Change Order #3 to Almar's contract on the Roof Replacement project at Wolcott Terrace (AMP 1) dated December 7, 2020 for additional work in the amount of \$5,945 for concrete slab removal and framing increasing the total project cost to \$369,493

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to execute Change Order #3 from Almar for additional work at Wolcott Terrace in the sum of \$5,945 to be paid with Capital Funds increasing the total project cost to \$369,493

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

E. CBI CONSULTING INC. (“CBI”) – INVOICES (3)

Three (3) invoices totaling \$7,466 from CBI and all dated November 23, 2020 were perused by the Board as follows:

| | | |
|---------------|-----------------------------|---------------------------|
| \$1,300 | Forestdale ModPhase project | construction documents |
| \$5,650 | 120 Mountain Avenue | building envelope project |
| <u>\$ 516</u> | 120 Mountain Avenue | contract administration |
| \$7,466 | | |

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$1,300 with costs allocated to DHCD and in the sum of \$6,166 to be paid with Capital Funds for a total payment of \$7,466.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

F. PAYMENT IN LIEU OF TAXES (“PILOT”) – CITY OF MALDEN – INVOICE

The Board studied the FY 2020 PILOT calculations dated September 30, 2020 from the City of Malden.

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 the City of Malden in the sum of \$366,606.51 for MHA’s FY 2020 PILOT invoice.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

G. INDEFINITE QUANTITY CONTRACT FOR PLUMBING SERVICES – BIDS

Edward Fahey, the Director of Modernization and Procurement submitted the below bids for plumbing services and recommended Buckley Brothers, Inc. as the most responsive and responsible bidder.

| | Plumber Hourly Rate | Assistant Hourly Rate |
|---------------------------------|------------------------|--------------------------|
| Buckley Brothers, Inc. | \$105 | \$60 |
| Irvine & Sons, Inc. | 119 | 50 |
| P. J. Dionne | 150 | 45 |
| Patrick J. Kennedy & Sons, Inc. | 140 | 80 |

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and award Buckley Brothers, Inc. (“Buckley”) on MHA’s Indefinite Quantity Plumbing Service RFP in the amount of \$105 per hour for a plumber’s wage rate and \$60 per hour for a plumber’s assistant wage rate with a minimum annual payment in the amount of \$1,000 and a maximum annual payment in the amount of \$149,999 as the most responsive and responsible bidder and authorize for the Executive Director to contract with Buckley on these terms for one year with the right to extend the contract up to an additional four (4) consecutive one-year terms in MHA’s sole discretion.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

H. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICE

The Board scrutinized an invoice dated November 20, 2020 from MVES for resident service coordinators for the month of October 2020.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to MVES in the sum of \$14,655.29 for the provision of onsite resident service coordinators for the month of October 2020 with payment allocated to AMP's served.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

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

An invoice dated December 1, 2020 from SG Risk in the sum of \$233.75 for insurance coverage consulting services was examined by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to SG Risk for insurance coverage consulting services in the sum of \$233.75 with costs allocated as applicable to MHA's Section 8, Federal public housing and Central Office Cost Center ("COCC") funds.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

J. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board considered three (3) invoices from the Malden Police Department for detail services at 630 Salem Street, 89 Pearl Street, Suffolk Manor and 120 Mountain Avenue as follows:

| Invoice No. | Date | Amount |
|-------------|----------|---------------|
| 23641 | 12/01/20 | \$1,054.60 |
| 23658 | 12/01/20 | 790.95 |
| 23678 | 12/03/20 | <u>263.65</u> |
| | | \$2,109.20 |

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$2,109.20 with costs allocated to AMP's served.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

K. NATIONAL ASSOCIATION OF HOUSING & REDEVELOPMENT OFFICIALS ("NAHRO") – INVOICE

An undated invoice from NAHRO for MHA's annual membership renewal dues in the sum of \$3,654.42 was analyzed by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to NAHRO in the amount of \$3,354.42 for MHA's annual membership renewal dues with costs allocated as applicable to MHA's Section 8, Federal public housing and COCC programs.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

L. MASSACHUSETTS NAHRO ("MASS NAHRO") – OCCUPANCY DEPARTMENT TRAINING

The Board perused a flyer from Mass NAHRO and a request for two (2) Occupancy staff members to attend the training entitled "Occupancy Cycle" on March 11, 2021 at a cost of \$199 each.

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 Occupancy Cycle training on March 11, 2020 for two (2) Occupancy staff members at a cost of \$199 each to be paid by MHA's Federal public housing program.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

M. GORDON I GRIFFIN, LLC – ANNUAL ENGAGEMENT LETTER

An Annual Engagement Letter from Gordon I Griffin, LLC for Fee Accounting Services for FY 2021 in the sum of \$82,738 was studied by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize the Executive Director to execute the Annual Engagement Letter with Gordon I Griffin, LLC for the provision of Fee Accountant services for FY 2021 in the sum of \$82,738

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

N. DHCD FORMULA FUNDING AWARD – FY 2024

The Board scrutinized a letter dated November 24, 2020 from DHCD awarding MHA the sum of \$213,317 in Formula Funding for FY 2024 for MHA to undertake and complete capital projects at State-funded developments.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to accept DHCD's Formula Funding Award in the amount of \$213,317 for capital projects at State-funded developments for FY 2024

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

4. POLICIES AND CONTRACTS

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") - NOTICES

The Board examined the adoption of two (2) additional public housing programmatic waivers, one (1) additional Section 8 waiver and the correction of an additional Section 8 waiver included in HUD Notice PIH 2020-33(HA), Rev-2 and the extension of other waivers previously adopted pursuant to Notices PIH 2020-5 and 2020-13, Rev-1, with implementation to be as of the date April 10, 2020, for the maximum term allowed, except for those previously adopted, but now terminated by this vote, and that MHA maintain a checklist of all approved and terminated waivers to satisfy future HUD auditing requirements.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to adopt the two (2) additional public housing programmatic waivers, one Section 8 waiver and the correction of a Section 8 waiver detailed above

and that MHA maintain a checklist of all approved and terminated waivers to satisfy future HUD auditing requirements.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

B. MHA'S PERSONNEL POLICY – REVISIONS

The Executive Director explained the proposed changes to MHA's Personnel Policy regarding part-time employees by changing part-time hours from 21 hours per work week to 16 hours per work week for accrual of vacation time and personal days.

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

VOTED: To approve and adopt part-time eligibility for vacation time and personal days from 21 hours per work week to 16 hours per work week.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

5. CHARITABLE REQUESTS

A. TRIANGLE, INC. – ABILITY

The Executive Director explained that due to COVID-19 MHA has been unable to offer part-time maintenance and cleaning through Triangle, but wanted to provide Triangle with support during this disruptive year.

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 to Triangle, Inc. in the sum of \$150

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

Adjourned at 5:45 PM

Mark A. Lawhorne Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 1/12/2021, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED