

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 17, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

1. APPROVAL OF MINUTES OF NOVEMBER 26, 2019

The minutes of the meeting of November 26, 2019 were presented to the Board.

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 minutes of November 26, 2019 as submitted.

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

Nays: None

Frank M. Molis joined the meeting.

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 George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. The Board reviewed the September 2019 financials from our fee accountants Gordon/Griffin, LLC.

No further action was necessary.

B. CBI CONSULTING, LLC (“CBI”) – REVISED SCOPE OF WORK

The Executive Director polled the Board by email on December 6, 2019 obtaining approval for a revised engineering scope of work for the 557 Pleasant Street building envelope design investigation which did not include the structural wall investigation increasing the cost from \$26,438 to \$44,815. Edward Fahey, MHA’s Director of Modernization and Procurement expressed the pricing for the increase is reasonable.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the previous electronic vote and authorize the Executive Director to contract with CBI for the increased total of \$44,815 for engineering consulting services for structural wall investigation for the 557 Pleasant Street building envelope structural repairs.

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

Nays: None

C. CBI – NEWLAND STREET ROOF DESIGN

The Board was polled by the Executive Director via email on December 6, 2019 with approval for CBI’s design scope for overseeing the Newland/Linden flat roof and scattered-site building shingled roof replacement project in the sum of \$47,965. Edward Fahey believes the cost of \$47,765 is reasonable.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To confirm the previous electronic vote and authorize the Executive Director to contract with CBI for design scope for overseeing the Newland/Linden flat roof and scattered-site building shingled roof replacement project in the sum of \$47,965.

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

Nays: None

Joan M. Chiasson joined the meeting.

D. SOURCEONE, INC.

The Executive Director polled the Board on December 9, 2019 requesting approval for the 2020 Rate Reduction Incentive (“RRI”) with the U.S. Department’s Housing and Urban Development (“HUD”) with a recent offer from SourceOne for a four (4) year term for the supply of natural gas at or about the rate of \$3.93 per dekatherm. The Executive Director opined that this was an advantageous rate lock at this time saving MHA approximately \$42,788 per year.

The Board's approval by electronic vote to contract with SourceOne and complete and submit all documentation required for consideration of final RRI approval by HUD.

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

VOTED: To confirm the previous electronic vote and authorize the Executive Director to enter into a rate lock agreement with SourceOne, Inc. for gas from Direct Energy for a four (4) year term for the supply of natural gas at or about the rate of \$3.93 per dekatherm and submit all documentation to HUD for the RRI incentive.

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

Nays: None

E. NELCO WORLDWIDE ("NELCO") – APPLICATION AND CERTIFICATE FOR PAYMENT (2)

The Board considered two (2) Applications and Certificates for Payment dated December 6, 2019 and December 9, 2019 from NELCO in the sums of \$174,415.15 and \$182,447.41 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project.

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

VOTED: To approve and authorize payment to NELCO in the total sum of \$356,862.56 for the Clement Street HILAPP project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

F. CBI – INVOICE

An invoice dated November 18, 2019 in the sum of \$3,770 from CBI for structural investigation services at 120 Mountain Avenue was analyzed by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$3,770 for consulting services at 120 Mountain Avenue to be paid from MHA's Capital Fund.

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

Nays: None

G. MALDEN YMCA – INVOICES (3)

The Board studied three (3) invoices from the YMCA as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
12/10/19	Resident Family Memberships (Sept.)	4,166.67
10/31/19	Newland Street After School Program	2,158.59
10/31/19	Linden Street Program	<u>2,947.73</u>
	TOTAL	<u>\$9,272.99</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$9,272.99 for the invoices detailed above to be paid from the appropriate AMPs or General Reserve.

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

Abstain: Mark A. Lawhorne and Frank M. Molis

Nays: None

H. NAN MCKAY ASSOCIATES, INC. ("NAN MCKAY") – INVOICE

An invoice dated November 26, 2019 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 was perused by the Board. The one year subscription starts February 1, 2020.

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 Nan MacKay in the sum of \$2,500 for Go Section 8 annual subscription renewal to be paid by Section 8.

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

Nays: None

I. PROPOSAL – CARPET AND UPHOLSTERY CLEANING SERVICES

The Executive Director explained that the Request for Proposals for carpet and upholstery cleaning resulted in two (2) bids from Star Building Services in the sum of \$24,636.22 and UNICA Cleaning and Services in the sum of \$131,008. A memorandum from Ed Fahey dated December 3, 2019 recommended Star Building Services with a proposed price of \$24,636.22 as the lowest responsive and responsible bidder for one year with MHA's four (4) one year options to extend.

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 bid as the most responsive and responsible bidder and authorize the execution of a contract with Star Building Services in the sum of \$24,636.22 for the cleaning of carpeting and upholstery in the common areas at MHA's Federal developments.

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

Nays: None

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

An invoice dated December 4, 2019 from SG Risk in the sum of \$743.75 for risk management and insurance consulting services was studied by the Board.

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 authorize payment to SG Risk in the sum of \$743.75 for consulting services with payment allocated against AMP 2 and the general reserve.

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

Nays: None

K. DIANE COHEN ("COHEN") – INVOICE

The Board perused an invoice from Diane Cohen dated December 1, 2019 in the amount of \$750 for various consulting services provided to MHA staff.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$750 for consulting services to MHA staff with payment allocated

against MHA's public housing and section 8 programs, and the general reserve.

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

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (11)

Eleven (11) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were examined by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
08/14/19	20608	\$ 246.80
09/18/19	20798	65.91
11/26/19	21241	263.65
11/26/19	21247	263.65
11/26/19	21251	263.65
12/02/19	21267	263.65
12/03/19	21278	263.65
12/03/19	21292	527.30
12/09/19	21316	527.30
12/09/19	21323	263.65
12/09/19	21325	<u>263.65</u>
	TOTAL	<u>\$3,212.86</u>

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 the Malden Police Department in the total sum of \$3,212.86 as itemized above from the specific AMP's served.

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

Nays: None

M. PUBLIC STORAGE RENTAL

The Executive Director explained that Public Storage proposed MHA moving its storage to the second floor and executing a lease for two (2) 10 x 20 storage units at a yearly rate of \$2,604 per year prior to January 1, 2020 and up to five consecutive one-year terms in MHA's sole discretion for \$2,604 per year.

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 the Executive Director to contract with Public Storage for the sum of \$2,604 per year for two (2) 10x 20 storage units effective January 1, 2020 and up to five consecutive one-year terms in MHA's sole discretion for \$2,604 per year to be paid from public housing, section 8 and general reserve funds.

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

Nays: None

N. PAYMENT IN LIEU OF TAXES ("PILOT") TO THE CITY OF MALDEN

The Executive Director informed the Board that MHA was prepared to make its annual PILOT to the City of Malden in the amount of \$381,689.80 and presented the calculations by specific development.

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

VOTED: To authorize and approve the FY 2019 PILOT payment to the City of Malden in the sum of \$381,689.80

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

Nays: None

O. REQUEST FOR PROPOSALS ("RFP") – ARCHITECT AND ENGINEER HOURLY RATES

The Board considered responses to architect and engineer indefinite quantity RFP's as follows:

<u>Consultant</u>	<u>Fee</u>	
CBI	\$275	Hourly
Waterfield Design Group	165	Hourly
Michael Kim Associates	180	Hourly

The recommendation of Edward Fahey was that the bids be awarded to all consultant providers listed above to ensure complete coverage of MHA's architect and engineering assistance needs. The above bids are for one (1) year with MHA's option to extend for four (4) more years.

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 architect and engineering 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.

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

Nays: None

4. POLICIES AND CONTRACTS

A. PROCUREMENT POLICY

The Executive Director explained the need to revise the Procurement Policy to amend the Section 3 Policy for all federal procurement solicitations and require each contractor responding to certify that they have read and understand their Section 3 obligations under federal law and regulation and that they will make best efforts to comply with Section 3 in any HUD-funded contract award made by MHA.

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 the Procurement Policy as amended to include the Section 3 Policy that require each contractor responding to certify that they have read and understand their Section 3 obligations and that they will make best efforts to comply with any HUD-funded contract award made by MHA.

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

Nays: None

5. CHARITABLE REQUESTS

A. TRIANGLE, INC.

A solicitation from Triangle, Inc. was analyzed 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 approve and authorize a donation in the amount of \$100 from the General Reserve to Triangle, Inc.

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

Nays: None

B. BREAD OF LIFE

The Board scrutinized a flyer from the Bread of Life for a solicitation.

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 in the amount of \$100 to Bread of Life from the General Reserve.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- HUD's Section 3 Summary Report
- New England Regional Council-National Association of Housing and Redevelopment Officials – Mid-Winter Conference and Exhibition
- Massachusetts Department of Housing and Community Development – Performance Management Review-Desk Audit.

7. OPEN DISCUSSION**A. COMFORT SYSTEMS USA – BCM CONTROLS CORPORATION (“BCM”)-
SERVICE AGREEMENT PROPOSAL**

The Executive Director distributed the annual Security Service Agreements from BCM Controls for 275 Newland Street in the sum of \$5,685 and 557 Pleasant Street in the sum of \$15,568 for 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 the annual Service Agreements for the security systems at Newland Street in the sum of \$5,685 and at 557 Pleasant Street in the sum of \$15,568 for 2020.

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

Nays: None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 6:40 PM


Francis C. Boudrow, Secretary

SEAL