

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 19, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

**1. APPROVAL OF MINUTES OF NOVEMBER 7, 2017 AND NOVEMBER 21, 2017**

The minutes of the meetings of November 7, 2017 and November 21, 2017 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 approve the minutes of November 7, 2017 and November 21, 2017 as submitted.

Ayes: Joan M. Chiasson, 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 Frances C. Boudrow and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. CBI CONSULTING INC. ("CBI") – INVOICE**

An invoice dated November 30, 2017 from CBI in the sum of \$3,026.04 for engineering services for the construction contract for the Clement Street development was reviewed 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 \$3,026.04 for engineering services for the Clement Street development and submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

**B. CBI – INVOICE**

The Board considered an invoice dated November 30, 2017 from CBI for construction administration in the sum of \$867 for the concrete steps and stoops at the Newland Street development.

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 CBI in the sum of \$867 for construction administration services for the Newland Street concrete steps and stoops to be paid from the Capital Fund Program ("CFP").

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

Nays: None

**C. CBI – INVOICE**

An invoice dated November 30, 2017 from CBI for construction documents and bidding assistance in the sum of \$2,840 for the exterior building envelope repairs of 630 Salem Street was analyzed by the Board.

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 CBI in the sum of \$2,840 for construction consulting for the exterior building envelope repairs at 630 Salem Street, to be paid from CFP.

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

Nays: None

**D. HOMER CONTRACTING (“HOMER”) – INVOICE**

The Board studied an invoice dated November 29, 2017 in the sum of \$114,646 from Homer for installation of the steps and handrails project at the Newland Street.

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

VOTED: To approve and authorize payment to Homer in the sum of \$114,646 for installation of the steps and handrails project at the Newland Street development to be paid from the CFP.

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

Nays: None

**E. NEW ENGLAND REGIONAL COUNCIL – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“NERC/NAHRO”) – INVOICE**

An undated invoice for the NERC/NAHRO 2018 Agency Membership Dues in the sum of \$225 was perused 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 NERC/NAHRO for 2018 membership dues to be paid from Central Office Cost Center (“COCC”) funds.

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

Nays: None

**F. NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“NAHRO”) – INVOICE**

The Board scrutinized an undated invoice from NAHRO for the annual period starting April 1, 2018 in the sum of \$3,345.93 for MHA’s annual membership to NAHRO.

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 NAHRO in the sum of \$3,345.93 from the COCC for MHA’s annual membership.

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

Nays: None



**G. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)**

Three (3) invoices dated November 20, 2017 for the period July 1, 2017 through September 30, 2017 from GIC for the first quarter of Fiscal Year 2018 health insurance premiums were reviewed by the Board as follows:

Retirees	\$ 59,292.38
Employees	193,378.24
Survivors	<u>2,985.84</u>
	<u>\$255,656.46</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 GIC for health insurance premiums in the sum of \$255,656.46 for the period July 1, 2017 to September 30, 2017.

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

Nays: None

**H. GIC – INVOICE**

The Board considered an invoice dated December 4, 2017 from GIC in the sum of \$3,842 for administrative expenses for the operations of the GIC.

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

VOTED: To approve and authorize payment to GIC in the sum of \$3,842

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

Nays: None

**I. DIANE COHEN – INVOICE**

An invoice from Diane Cohen dated December 1, 2017 in the sum of \$1,500 for services relating to updating the MHA website, consulting services on Admissions and Continued Occupancy, State housing and Section 8 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 Diane Cohen in the amount of \$1,500 to be paid by the COCC.

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

Nays: None

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

The Board studied an invoice dated November 2, 2017 from SG Risk in the sum of \$743.75 for insurance consulting services.

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 SG Risk in the sum of \$743.75 for insurance consulting services to be paid from COCC funds.

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

Nays: None

**K. MYSTIC VALLEY ELDER SERVICES – ("MVES") INVOICES (2)**

Two (2) invoices both dated November 30, 2017 from MVES for Resident Service Coordinator services were perused by the Board. The first for resident service coordinators for Federal developments in the amount of \$10,739.68 for October 2017, and the second for a Forestdale event the amount of \$93.54

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 MVES in the sums of \$10,739.68 for MHA's federal developments served and \$93.54 for MHA's Forestdale to be paid from COCC funds.

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

Nays: None

**L. THYSSENKRUPP ELEVATOR CORP ("THYSSENKRUPP") – INVOICE**

The Board examined an invoice dated November 16, 2017 from Thyssenkrupp in the sum of \$20,355.30 for work on the elevator rehabilitation at 120 Mountain Avenue.

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 to Thyssenkrupp in the sum of \$22,617 for work on the elevator replacement at 120 Mountain Avenue, to be paid from the CFP.

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

Nays: None

**M. MALDEN POLICE DEPARTMENT – INVOICES (8)**

Eight (8) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were scrutinized as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/29/17	17163	\$ 987.20
12/05/17	17193	987.20
12/06/17	17218	740.39
12/08/17	17236	493.60
12/11/17	17249	246.80
12/13/17	17284	246.80
12/14/17	17305	246.80
12/15/17	17317	<u>246.80</u>
	TOTAL	<u>4,195.59</u>

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 the Malden Police Department in the total sum of \$4,195.59 for patrol detail coverage.

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

Nays: None

**N. MALDEN YMCA – INVOICE**

The Board reviewed an invoice from the YMCA dated December 9, 2017 in the sum of \$4,166.67 for MHA Resident Family memberships and program services for the month of November 2017.

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

VOTED: To approve and authorize payment to the Malden YMCA from the COCC for the invoice No. 1117 in the amount of \$4,166.67 for resident family membership cost.



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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**O. MALDEN YMCA – INVOICE**

Two (2) invoices from the YMCA both dated November 30, 2017 in the sums of \$1,988 for Linden and \$2,353.26 for the Newland Street After School Program were considered by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$1,988 for Linden and \$2,353.26 for the Newland Street After School Programs.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**P. ODYSSEY ADVISORS, INC. (“ODYSSEY”) – INVOICE**

The Board analyzed an invoice dated December 14, 2017 from Odyssey for preparation of the actuarial valuation of MHA post-employment benefits plan for fiscal year ending September 30, 2017 in the sum of \$2,225 in accordance with Governmental Accounting Standard Board 75 (“GASB75”).

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 Odyssey in the sum of \$2,225 from COCC funds for actuarial valuation for fiscal year ending September 30, 2017.

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

Nays: None

**Q. ALLEN AND MAJOR ASSOCIATES, INC. – INVOICE**

An invoice from Allen and Major Associates, Inc. for engineering service for the Forestdale Housing Sanitary/Storm line Repairs dated December 7, 2017 in the sum of \$500 was studied 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 Allen and Major Associates, Inc. in the sum of \$500 for engineering services and authorize the Executive Director to submit the invoice to DHCD for processing.

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

**Nays:** None

**R. JAMES M. HENNESSEY – INVOICES (2)**

The Board perused two (2) invoices dated December 19, 2018 from James M. Hennessey in the sums of \$1,837.50 for quality control inspections and \$150 for hearing officer services both for the month of August 2017.

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 \$1,837.50 for quality control inspections to be paid from section 8 and \$150 for hearing officer services to be paid by the COCC.

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

**Nays:** None

**S. CLEMENT STREET – HIGH LEVERAGE ASSET PRESERVATION PROGRAM (“HILAPP”)**

The Executive Director presented a letter dated December 19, 2017 addressed to DHCD affirming MHA's commitment to contribute up to \$331,905 in funding, in addition to other funds, to leverage a total of \$1,198,000 in DHCD/HILAPP grant funding to complete the proposed substantial rehabilitation construction project for Clement Street.

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 letter of December 19, 2017, approve the borrowing of \$687,222.10 from the Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development under the Affordable Housing Trust Fund Statute, M.G.L. c.121D, by the Massachusetts Housing Finance Agency, as administrator, and authorize the Executive Director to execute a promissory note, mortgage, affordable housing restriction and any other loan related documents on behalf of MHA to effectuate the funding of the Clement Street development rehabilitation and renovations, including the Massachusetts Department of Community Development and High Leverage Asset Preservation Program grant funding.

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

Nays: None

**T. GUYDER HURLEY, P.C.**

The Executive Director presented the Board with the following engagement forms from Guyder and Hurley dated December 18, 2017 as follows:

- Engagement Letter for Audit Services
- Engagement Letter for Attestation Services
- Inquiry of Those Charged with Governance
- Inquiry of Management

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 the Chairperson to sign the engagement forms and the Executive Director to execute the remaining engagement documents and return same to Guyder Hurley.

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

Nays: None

**U. DAVID J. EASTMAN, LLC ("EASTMAN") – CONTRACTS**

A contract from Eastman for MHA's website maintenance and hosting were examined by the Board. The contract for website support and enhancements is at the billing rate of \$50 per hour while the contract for website hosting for has annual fee of \$200.

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

VOTED To approve and authorize the Executive Director to execute website maintenance and hosting contract with Eastman, with fees to be paid from the COCC.

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

Nays: None

V. **U.S. HOUSING AND URBAN DEVELOPMENTS (“HUD”) OPERATING COST ADJUSTMENT FACTOR (“OCAF”)**

The Board scrutinized an email dated November 27, 2017 from HUD increasing OCAF's for Massachusetts Rental Voucher Program (“MRVP”) to 1.9%.

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

VOTED To adopt DHCD's MRVP OCAF increase to 1.9% and authorize MHA's Section 8 Program Director, Yolanda Waldman, to implement same effective February 11, 2018.

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

Nays: None

4. **POLICIES**

A. **ACOP AND SECTION 8 ADMINISTRATIVE PLAN (“ADMIN PLAN”) – PROPOSED CHANGES**

The Board reviewed a summary of proposed changes to the ACOP and Admin Plan dated December 19, 2017 as included in Nan McKay's updated Master Policies. All of the revisions relate to revised HUD guidance and regulation, so no PHA Plan process is required in order for MHA to adopt same.

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 adopt all proposed revisions to MHA's ACOP and Admin Plan as included in Nan McKay's Master Policies.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. BREAD OF LIFE**

A solicitation from the Bread of Life was considered 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 a donation from the COCC in the sum of \$100 to Bread of Life.

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

Nays: None

**B. NORTH SHORE BLACK WOMEN'S ASSOCIATION, INC. ("NSBWAI")**

The Board analyzed a solicitation from NSBWAI to purchase an ad in the program book for the 25<sup>th</sup> Annual Martin Luther King, Jr. Memorial Luncheon on January 13, 2018.

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 a donation of \$100 from the COCC to purchase an ad in the program book for the NSBWAI 25<sup>th</sup> Annual Martin Luther King, Jr. Memorial Luncheon.

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

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

Nays: None



6. **CORRESPONDENCE AND NEWSLETTERS**

- NAHRO Monitor – December 23, 2017
- Community Preservation Act – January 8, 2018
- NAHRO News – December 2017
- Thank you – Deborah A. Lungo

7. **OPEN DISCUSSION**

A. **SENIOR VANS – 89 PEARL STREET**

MHA and the City entered into an agreement dated December 8, 2017 to allow the City to park overnight, two (2) vans utilized to transport senior citizens at MHA's 89 Pearl Street development. The agreement had been approved thru emailing polling of 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 ratify and confirm the agreement between MHA and the City allowing the City to park two (2) vans utilized to transport senior citizens at MHA's 89 Pearl Street development.

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

Nays: None

B. **LEASE WITH 13 ROCKLAND AVENUE AND ELIOT COMMUNITY HUMAN SERVICES**

MHA and the Eliot Community Human Services entered into an agreement to relocate Clement Street clients with MHA paying for client moves so MHA's HILAPP project can proceed. The agreement had been approved thru an email polling of 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 ratify and confirm the relocation agreement between MHA and Eliot Community Human Services with clients moves to be paid for by MHA from the COCC.

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

Nays: None

April to be paid by the COCC or relevant program.

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

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

Nays: None

Adjourned at 5:25 PM

  
George N. Bayers, Acting Secretary