

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 11, 2020 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow

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

**1. APPROVAL OF MINUTES OF JANUARY 28, 2020**

The minutes of the meeting of January 28, 2020 were presented to the Board.

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

VOTED: To approve the minutes of January 28, 2020 as submitted.

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

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 Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. TELECOMMUNICATION SYSTEM – 630 SALEM STREET**

The Executive Director polled the Board by email on January 31, 2020 requesting an emergency procurement to replace the telecommunication system which was destroyed when a pressure release valve blew open destroying the system, which the Board approved. Avaya has completed the replacement of the telecommunication system over the weekend and the new system was operational. It was noted the final cost of the replacement would be approximately \$30,000 with the final invoice pending.

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

VOTED: To confirm the Board's previous electronic approval and authorization for MHA to expend up to \$30,000 for replacement of the telecommunication system at 630 Salem Street and to submit a claim to MHA's insurance carrier.

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

Nays: None

#### **B. GORDON/GRIFFIN, LLC – ENGAGEMENT LETTER**

The Board was polled by the Executive Director by email on February 4, 2020 regarding the annual engagement letter from Gordon/Griffin, LLC outlining the accounting services provided to MHA at a cost of \$82,113 for FY 2020, an increase of \$2,003 from last year's fee of \$80,110, which the Board approved.

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

VOTED: To confirm the Board's previous electronic approval and authorize the Executive Director to execute the annual engagement letter from Gordon/Griffin, LLC for accountant services for FY 2020 in the total sum of \$82,113

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

Nays: None

#### **C. TERMINAL EXCHANGE SYSTEMS – PURCHASE OF DESKTOP PERSONAL COMPUTERS**

The Executive Director polled the Board by email on February 4, 2020 requesting approval for the purchase of ten (10) Windows 10 replacement desktop personal computers for staff from Terminal Exchange Systems, which the Board approved.

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

VOTED: To confirm the Board's previous electronic approval and authorize the purchase of 10 replacement desktop personal computers for MHA staff from Terminal Exchange Systems.

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

Nays: None

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

The Board reviewed an invoice dated December 18, 2019 for construction contract administration and sub-contract costs in the sum of \$7,551 for exterior building envelope repairs at 630 Salem Street. It was noted that MHA received a credit of \$1,441.42 for prior outside services markup for a total amount due for the December 18, 2019 invoice of \$6,109.58

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 CBI in the sum of \$6,109.58 for construction contract administration to be paid from MHA's Capital Fund.

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

Nays: None

**E. CBI – INVOICE**

An invoice dated January 27, 2020 for structural investigative services at 120 Mountain Avenue in the sum of \$471.25 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 payment in the sum of \$471.25 for investigative services at 120 Mountain Avenue to be paid from U.S. Department of Housing and Urban Development ("HUD") Capital Funds.

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

Nays: None

**F. CBI – INVOICE**

The Board analyzed an invoice dated January 27, 2020 from CBI for engineering for construction documents for various repairs to the Forestdale development in the sum of \$6,500

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 CBI in the sum of \$6,500 for engineering services at the Forestdale development and submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

**G. CBI – INVOICE**

An invoice dated January 28, 2020 from CBI in the sum of \$1,375.30 for design investigation for proposed building envelope water barrier work and structural review of wall conditions at 557 Pleasant Street 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 in the sum of \$1,375.30 for design engineering and structural review of 557 Pleasant Street's wall and building envelope to be paid with HUD Capital Funds.

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

Nays: None

**H. CBI – INVOICE**

The Board perused an invoice dated January 28, 2020 from CBI in the sum of \$1,835 for roof replacement design at the Newland 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 in the sum of \$1,835 for roof replacement design at Newland development to be paid with HUD Capital Funds.

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

Nays: None

**I. CBI – INVOICE**

An invoice dated January 31, 2020 from CBI in the sum of \$846 for construction administration for the exterior envelope and balcony repairs at 630 Salem Street was examined 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 in the sum of \$846 for construction administration at 630 Salem Street to be paid with MHA Capital Funds.

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

Nays: None

**J. CLEMENT STREET HIGH LEVERAGE ASSET PRESERVATION PROGRAM (“HILAPP”) REHABILITATION PROJECT**

The Board discussed and reviewed payments made from the Central Office Cost Center for the HILAPP Rehabilitation project and discovered that two (2) invoices were not included in MHA’s calculation of contributions. The first invoice was dated December 18, 2018 from Mini Movers, Inc. in the sum of \$910 for the relocation of MHA tenants. The second invoice was dated February 8, 2018 from the Law Offices of Kelliher & Callaghan for direct costs associated with title searches, land survey’s, recording and registration of documents and title insurance in the sum of \$4,821.25

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 the Executive Director to increase MHA’s leverage contribution on the Clement Street HILAPP rehabilitation project by \$5,731.25 for a total contribution by MHA of \$337,636.25

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

Nays: None

**K. PATHFINDER TREE SERVICE, LLC – INVOICES (2)**

Two (2) invoices from Pathfinder Tree Service, LLC dated January 23, 2020 in the sum of \$6,500 and January 24, 2020 in the sum of \$1,200 for removal of trees and excess vegetation at the Springdale development reviewed by the Board. The Second invoice in the sum of \$1,200 was a Change Order which was approved at the previous meeting.

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 Pathfinder Tree Service, LLC in the total sum of \$7,700 for removal of trees and excess vegetation at the Springdale development to be paid from COCC funds.

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

Nays: None

**L. DIANE COHEN (“COHEN”) – INVOICE**

The Board considered an invoice from Diane Cohen dated February 1, 2020 in the amount of \$600 for consulting on policies and regulations.

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 \$600 for various consulting fees with payment allocated as appropriate against MHA's public housing program, section 8 program and/or the COCC.

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

Nays: None

**M. YMCA – INVOICES – (2)**

Two (2) invoices from the YMCA both dated December 31, 2019 in the sum \$1,922.12 for after school/summer programs at Linden and in the sum of \$964.71 for Newland Street programs were analyzed by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$1,922.12 and \$964.71 for the Linden and Newland Street after school/summer programs.

Ayes: George N. Bayers and Joan M. Chiasson

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

**N. MALDEN POLICE DEPARTMENT – INVOICES (7)**

The Board studied seven (7) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street and Suffolk Manor as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/13/19	21353	\$ 263.65
12/19/19	21370	1,581.90
01/07/20	21448	1,581.90
01/29/20	21587	1,054.60
02/04/20	21647	527.30
02/06/20	21663	790.95
02/10/20	21684	<u>263.65</u>
	TOTAL	<u>\$6,063.95</u>

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 the Malden Police Department in the total sum of \$6,063.95 as listed above allocated against the AMPs served.

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

Nays: None

**4. POLICIES AND CONTRACTS**

**A. MHA PERSONNEL POLICY – NEPOTISM**

The Executive Director outlined to the Board a revision to the Nepotism section of the Personnel Policy to prohibit a full-time permanent MHA employees' immediate family member to be in a supervisory chain of command over any other immediate family member.

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

VOTED: To revise the Personnel Policy to prohibit a full-time permanent MHA employees' immediate family member to be in a supervisory chain of command over any other immediate family member.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. MALDEN HIGH SCHOOL JR. VARIETY CLASS OF 2021**

The Board perused a solicitation to place an advertisement in the Malden High School's Class of 2021 Junior Variety program.

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 the Executive Director to place an ad in the Malden High School Class of 2021 Junior Variety program book for the sum of \$200 to be paid by the COCC.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

- DHCD Performance Management Review results
- 2020 Legislative Day – reminder
- Public Housing Authorities Directors Association 2020 Annual Conference – reminder
- National Association of Housing and Redevelopment Officials Monitor
- Bread of Life – Thank you

**7. OPEN DISCUSSION**

**A. COMMISSIONERS PRESERVATION COMMISSION – FRANK M. MOLIS**

The Executive Director reminded the Board that Frank M. Molis has been serving as MHA's representative to the City's Community Preservation Commission (CPC) and that the MHA's position on the CPC was pending annual appointment/re-appointment. Commissioner Molis stated he was willing to continue to serve on Malden's CPC Committee on behalf of the Board

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 the reappointment of Frank M. Molis as MHA's representative on the City's Community Preservation Commission.



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

Nays: None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:50 PM

  
Francis C. Boudrow, Secretary

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