

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 25, 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, Francis C. Boudrow and Frank M. Molis

COMMISSIONERS ABSENT: Joan M. Chiasson

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

1. APPROVAL OF MINUTES OF FEBRUARY 11, 2020

The minutes of the meeting of February 11, 2020 were presented to 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 the minutes of February 11, 2020 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action necessary.

3. FINANCIAL MATTERS

A. NELCO WORLDWIDE ("NELCO") – APPLICATION AND CERTIFICATE FOR PAYMENT AND TWO (2) CHANGE ORDERS

The Executive Director received poll authorization and approval from the Board on February 18, 2020 by electronic mail to pay an Application and Certificate for Payment from Nelco dated February 12, 2020 in the sum of \$36,373.84 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project, and to approve Change Orders No. 8 and No. 9, both dated January 10, 2020 in the sums of \$34,054.59 and \$39,075.68, on MHA's HILAPP rehabilitation project and authorize the Executive Director to submit the same to DHCD for processing, which approval the Executive requested be confirmed.

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

VOTED: To confirm the electronic poll approval vote and authorize payment to NELCO in the sum of \$36,373.84 and of Change Order Nos. 8 and 9 in the total sum of \$73,130.27 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 and Frank M. Molis

Nays: None

B. YMCA – INVOICE

The Board scrutinized an invoice from the YMCA for MHA's Federal Public Housing Membership program dated February 17, 2020 in the amount of \$4,166.67 for January 2020 membership.

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

VOTED: To approve payment to the YMCA in the sum of \$4,166.67 to be paid by the Central Office Cost Center ("COCC") funds for the provision of federal family memberships.

Ayes: George N. Bayers and Francis C. Boudrow

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

C. MALDEN POLICE DEPARTMENT – INVOICE

An invoice dated February 14, 2020 from the Malden Police Department in the sum of \$1,845.55 for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street was reviewed by the Board.

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 the Malden Police Department in the sum of \$1,845.55 from the specific AMP's served.

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

Nays: None

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

The Board considered a Renewal Notice from NAHRO in the sum of \$3,606.96 for MHA's annual membership for April 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 NAHRO in the sum of \$3,606.96 for MHA's annual membership.

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

Nays: None

E. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASSNAHRO") 2020 ANNUAL CONFERENCE PROGRAM BOOK

The Executive Director reminded the Board that MHA has supported MassNAHRO by purchasing a sponsor ad in the event program book for its Annual Conference at a cost of \$125

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

VOTED: To approve MHA purchasing a full page ad in the event program book at a cost of \$125 to support MassNAHRO to be paid from COCC funds.

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

Nays: None

F. REQUEST FOR PROPOSALS ("RFP") – REPLACEMENT TRUCK FOR LINDEN

The Board studied responses to RFP's for a replacement truck for the Linden development after the former truck was destroyed by fire as follows:

<u>Dealership</u>	<u>Cost</u>
Gervis Ford	\$35,057
Stoneham Ford	36,714
Danvers Ford	39,589

The recommendation of MHA's Procurement Department was that the bid be awarded to Gervis Ford and for the Executive Director to contract with the Company for acquisition of the truck for the sum of \$35,057.

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 award the bid to Gervis Ford as the most responsive and responsible bidder for the replacement truck for the Linden development in the sum of \$35,057 and authorize the Executive Director to contract with the Company for acquisition of the truck for the sum of \$35,057.

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

Nays: None

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

Two (2) invoices from MVES, both dated February 25, 2020 for the month of January 2020 in the sum of \$14,577.08 for resident service coordinators at the various developments and \$89.07 for coverage of a Forestdale event was perused 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 payment to MVES in the sums of \$14,577.08 from the Federal AMPs served and \$89.07 from COCC funds for the 400-1 program.

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

Nays: None

4. POLICIES AND CONTRACTS

None

5. CHARITABLE REQUESTS

A. BEEBE PARENT TEACHER’S ORGANIZATION (“BEEBE PTO”)

The Board examined a letter dated February 17, 2020 from the Beebe PTO soliciting a donation for their upcoming Multicultural night.

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 \$100 donation to the Beebe PTO to be paid with COCC funds.

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

Nays: None

B. MALDEN ROTARY CLUB CHARITABLE FOUNDATION ROAD RACE

A request from the Malden Rotary Club for a donation to the Annual Charitable Foundation Road Race to be held on March 6, 2020 was scrutinized by the Board.

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

VOTED: To approve and authorize a donation of \$250 to the Annual Road Race sponsored by the Malden Rotary from COCC funds

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

Nays: None

Abstain: Mark A. Lawhorne

C. MALDEN YOUTH BASEBALL, INC.

The Board received a solicitation from Malden Youth Baseball, Inc.

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 \$100 donation from COCC funds to the Malden Youth Baseball, Inc.

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

Nays: None

D. ZONTA OF MALDEN

A request from The Zonta Club of Malden for THE 2020 "Women Making A Difference" for March 26, 2020 was considered by the Board.

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 a \$100 donation from COCC funds to Zonta's "Women Making A Difference" event.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **MASSNAHRO BOARD MEMBER CERTIFICATION**

The Board reviewed two MassNAHRO Board Member Certification program trainings scheduled for Saturday, May 16, 2020 at the Seacrest Hotel in Falmouth, MA.

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 MHA Commissioners to attend the Certification programs with eligible registration, travel and expense reimbursement at MHA cost.

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

Nays: None

B. **NEW ENGLAND AFFORDABLE HOUSING MANAGEMENT ASSOCIATION ("NEAHMA") – TRAINING**

A flyer for NEAHMA's One-Day Extensive Training for Managers and Maintenance Professionals for May 13, 2020 was considered by the Board.

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 appropriate MHA staff to attend NEAHMA's training program with eligible registration, hotel, travel and expense reimbursement at MHA cost.

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

Nays: None

CORRESPONDENCE AND NEWSLETTERS

- 2020 Annual Legislative Information Day – State House, Boston
- Public Housing Authorities Directors Association ("PHADA") Annual Convention
- MassNAHRO News – January/February 2020
- Housing Families Inc. – Legislative Breakfast

7. **OPEN DISCUSSION**

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
and Frank M. Molis

Nays: None

Adjourned at 5:25 PM



Frank M. Molis, Acting Secretary

SEAL