

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 10, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

**1. APPROVAL OF MINUTES OF DECEMBER 20, 2016**

The minutes of the meeting of December 20, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To approve the minutes of December 20, 2016 as submitted.

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

Nays: None

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board scrutinized the list of bills and checks and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – MODERNIZING PUBLIC HOUSING AND SERVING ELDERS ("MODPHASE") – AWARD**

The Executive Director transmitted a letter dated January 6, 2017 from DHCD awarding MHA the estimated sum of \$6,695,000 for the ModPHASE for building envelope upgrades, new accessible units, accessibility site improvements and kitchen and bath renovations for the Forestdale development.

For information purposes only.

**B. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”)  
RESIDENT OPPORTUNITIES AND SELF SUFFICIENCY – SERVICE  
COORDINATORS PROGRAM (“ROSS-SC”) – AWARD**

A letter dated December 23, 2016 from HUD announcing a grant in the sum of \$246,000 for ROSS-SC to MHA was reviewed by the Board. The ROSS-SC will assist MHA to hire or retain service coordinators who work directly with residents to assess their needs and connect them with education, job training and placement programs, and/or computer and financial literacy services available in their community to promote self-sufficiency.

For information purposes only.

**C. HOWARD L. GORDON – ANNUAL INCREASE**

The Executive Director presented an email dated December 29, 2016 from Howard L. Gordon, CPA to Robert V. Leahy, Finance Director inquiring about the provision of the annual increase of 2.5% for professional services increasing the monthly total to Mr. Gordon to \$6,406.25

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 2.5% increase for professional services of Howard L. Gordon, CPA increasing the monthly total to \$6,406.25 in accordance with the provisions of the contract.

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

Nays: None

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

Two invoices dated January 3, 2017 from James M. Hennessey were analyzed by the Board. The invoices are for quality control inspections for the month of November 2016 in the sum of \$2,268.75 and the month of December 2016 in the sum of \$1,575.

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 James M. Hennessey for quality control inspections services for the months of November and December 2016 in the total sum of \$3,843.75

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

Nays: None

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

The Board studied an invoice dated January 2, 2017 from SG Risk in the sum of \$1,062.50 for risk management and insurance consulting services.

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 SG Risk in the sum of \$1,062.50 from the Central Office Cost Center ("COCC") funds for risk management and insurance consulting services.

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

Nays: None

**F. KP LAW, P.C. – INVOICE**

An invoice dated December 22, 2016 from KP Law, P.C. in the sum of \$324 for legal services for an employment contract was perused 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 KP Law, P.C. from the COCC for legal services in the sum of \$324

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

Nays: None

**G. DIANE COHEN ("COHEN") – INVOICE**

The Board examined an invoice dated December 30, 2016 from Diane Cohen for admissions consulting services in the sum of \$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 Diane Cohen in the sum of \$500 consulting services to be paid from COCC funds.

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

Nays: None

**H. MALDEN POLICE DEPARTMENT – INVOICES (6)**

Six (6) invoices from the Malden Police Department for police details at Salem Street and Newland Street were examined as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/21/16	14769	\$442.82
12/19/16	14934	885.64
12/22/16	14956	221.41
01/03/17	14997	664.23
01/06/17	15017	442.82
01/24/17	15030	<u>221.41</u>
	TOTAL	<u>\$2,878.33</u>

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 the Malden Police Department in the total sum of \$2,878.33 for detail patrol coverage.

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

Nays: None

**I. MALDEN YMCA – INVOICES (5)**

The Board scrutinized (5) invoices from the Malden YMCA for MHA's share of Resident Family membership cost, as follows:

<u>Dated</u>	<u>Month of</u>	<u>Invoice No.</u>	<u>Amount</u>
10/01/16	07/16	716	\$4,166.67
10/01/16	08/16	816	4,166.67
10/01/16	09/16	916	4,166.67
10/01/16	10/16	1016	4,166.67
11/01/16	11/16	1116	<u>4,166.67</u>
		TOTAL	<u>\$20,833.35</u>

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

VOTED: To approve and authorize payment to the Malden YMCA from the COCC for the above listed invoices in the total sum of \$20,833.35

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Joan M. Chiasson, Frank M. Molis and Mark A. Lawhorne

Nays: None

**J. MALDEN YMCA – INVOICES (2)**

Two (2) invoices from the YMCA dated November 30, 2016 in the sums of \$2,852.54 for Linden and \$1,982.08 for the Newland Street After School Program were reviewed by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,852.54 for Linden and \$1,982.08 for the Newland Street After School Program.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Joan M. Chiasson, Frank M. Molis and Mark A. Lawhorne

Nays: None

**K. MASSACHUSETTS GROUP INSURANCE COMMISSION (“GIC”) – INVOICE**

An invoice dated January 3, 2017 from GIC for MHA's actual premium for health insurance premiums for employees and retirees for the period July 1, 2016 thru September 30, 2016 with a zero balance due was reviewed.

For information purposes only.

**L. 275 NEWLAND STREET REPAIRS TO CONCRETE STEPS AND RAILINGS**

The Executive Director informed the Board of the need for repairs to the concrete steps and railings at 275 Newland Street.

CBI Consulting Inc. (“CBI”) presented a fee proposal for architectural and engineering design services associated with the repairs to the steps and railings at 275 Newland Street in the sum of \$64,425 which includes reimbursable expenses such as travel, photographs and printing.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the fee proposal for architectural and engineering design services associated with the repairs to the steps and railings at 275 Newland Street in the sum of \$64,425

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

Nays: None

**M. FIBER OPTIC CABLES**

The Executive Director discussed MHA's need to issue a task order to AI-Tech Electric to move MHA's municipal fiber optic cable as required by National Grid.

No further action was necessary at this time.

**N. NANGLE ENGINEERING INCORPORATED ("NANGLE") – INVOICE**

The Board considered an invoice dated January 4, 2017 from Nangle in the sum of \$975.19 for environmental services and consultation for 14-16 Clement Street.

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 Nangle for environmental services and consultation for 14-16 Clement Street in the sum of \$975.19 to be paid from COCC funds.

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

Nays: None

**O. MISCELLANEOUS POLLING – CONFIRMATORY VOTES**

**(i) MODPHASE INITIATIVE GRANT FOR LOCAL HOUSING  
AUTHORITIES**

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

VOTED: To ratify and confirm that all costs associated with the ModPHASE awards event held on January 5, 2017 be paid from COCC funds.

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

Nays: None

**(ii) COMMUNITY PRESERVATION COMMITTEE**

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To ratify and confirm the vote to appoint Frank M. Molis to the City's Community Preservation Committee.

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

Nays: None

**(iii) ATC ASSOCIATES**

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

VOTED: To ratify and confirm ATC Associates observing environmental remediation work to be undertaken at 3 of MHA's federal developments and 2 buildings at Forestdale be paid by COCC fund on the pro-rated basis of 13.4% of the total cost, or \$1,038.50 of the \$7,750 quote.

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

Nays: None

**(iv) ELECTRICIAN'S LICENSE**

After due discussion and upon motion duly made by George Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To ratify and confirm payment from the COCC fund for a general electrical license, issued by the City of Malden, to MHA's Electrician for work to be conducted on all MHA properties.

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

Nays: None

**P. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (4)**

The Board considered two (2) invoices from MVES dated January 9, 2017 in the sums of \$10,455.38 and \$10,972.22 for resident service coordinators at the various developments for the months of November and December 2016 and two (2) invoices in the sums of \$67.59 each for coverage of Forestdale events for the months of November and December 2016.

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 MVES in the sums of \$10,455.38 and \$10,972.22 from the federal AMPs served and \$135.18 from the 400-1 program.

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

Nays: None

**Q. MASSACHUSETTS CHAPTER OF NATIONAL ASSOCIATION OF HOUSING  
AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – 2017 AGENCY DUES**

An invoice dated January 3, 2017 from Mass/NAHRO for MHA's 2017 Agency Dues in the sum of \$969 was analyzed 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 to Mass/NAHRO for MHA's 2017 Agency Dues in the sum of \$969

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

Nays: None

**R. STONEHAM MOTOR CO., INC. - INVOICE**

An invoice dated November 30, 2016 from Stoneham Motor Co., Inc. for a 2017 Ford F350 Pickup Truck, including a leaf removal machine, in the sum of \$57,475 was perused by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment from the COCC to Stoneham Motor Co., Inc. in the sum of \$57,475 for the 2017 Ford F350 Pickup Truck, including a leaf removal machine.

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

Nays: None

**S. HOUSING AUTHORITY INSURANCE SERVICES, INC. ("HAI GROUP") –  
INVOICE**

The Board studied an invoice dated January 28, 2017 from HAI Group for an insurance increase to automobile liability and physical damage in the sum of \$2,714 for MHA's new vehicles.

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 the HAI Group for the increase adjustment for insurance coverage in the total sum of \$2,714 with cost allocated against appropriate program(s) and the COCC

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

Nays: None

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

The Executive Director presented the Board with the following Governance forms from Guyder and Hurley dated January 3, 2017 as follows:

- Inquiry of Those Charged with Governance
- Engagement Letter for Audit Services
- Engagement Letter for Attestation Services
- Inquiry of Management
- DHCD – Agreed-Upon Procedure Engagement

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 Chairperson to sign the Governance Forms and the Executive Director to execute the remaining audit documents and return same to Guyder Hurley.

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

Nays: None

**U. ANNUAL REPORTS**

The Executive Director transmitted MHA's 2017 Annual Report which needs to be submitted to DHCD and the City.

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 Commissioners to execute and submit MHA's 2017 Annual Report for submission to DHCD and the City.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

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

The Board examined a solicitation from NSBWAI for their 24<sup>rd</sup> Annual Martin Luther King, Jr. Memorial Luncheon on January 14, 2017.

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 of \$150 from the COCC to the NSBWAI for their 24<sup>rd</sup> Annual Martin Luther King, Jr. Memorial Luncheon.

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

Nays: None

B. **FRANK SAYS HI**

A solicitation from the Ninth Annual "Frank Says Hi" Scholarship Foundation Fundraiser was considered by the Board.

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 a donation to the "Frank Says Hi" Scholarship Foundation in the sum of \$50 from the COCC.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Malden Neighborhood Basketball League – Thank you
- Housing Families Inc. – Thank you
- Triangle – Thank you
- MVES – Thank you

7. OPEN DISCUSSION

A. PUBLIC HOUSING AUTHORITIES DIRECTOR ASSOCIATION ("PHADA")  
2017 ANNUAL CONVENTION & EXHIBITION

The Board received information on the upcoming PHADA 2017 Annual Convention & Exhibition scheduled for April 30 thru May 3, 2017 in Chicago.

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 attendance at the PHADA 2017 Annual Convention & Exhibition for Commissioners and appropriate staff.

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

Nays: None

ADJOURNMENT


After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:55 PM

  
Frank M. Molis, Secretary