

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 14, 2020 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah Lungo

COMMISSIONERS ABSENT: Mark A. Lawhorne and Joan M. Chiasson

1. APPROVAL OF MINUTES OF DECEMBER 17, 2019

The minutes of the meeting of December 17, 2019 were presented to 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 the minutes of December 17, 2019 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. The Board reviewed the MHA's December financial comparatives.

No further action was necessary.

B. CBI CONSULTING, LLC (“CBI”)

The Board received two invoices from “CBI” for payment of services to:

	Date	Invoice	Development	Amount
Deck investigation	12/17/19	31553	Mt. Avenue	\$ 942.50
Design services	12/18/19	31619	Forestdale	2,600.00

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 CBI Consulting in the amount of \$942.50 for Mt. Avenue consulting to be paid by the Capital Fund, and in the amount of \$2,600 for Forestdale Mod Phase Project design, and to submit that invoice to DHCD for processing.

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

Nays: None

C. MALDEN CONTRIBUTORY RETIREMENT SYSTEM

The Board reviewed the yearly invoice from the Malden Public Employee Retirement System in the amount of \$1,333,136 which is due on July 1, 2020. The Executive Director reminded the Board that Members typically paid this bill in its entirety before that date in order to avoid paying interest cost on quarterly payment.

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

VOTED: To approve this payment to the Malden Public Employee Retirement System in total during the month of June, 2020 in order to avoid paying interest on quarterly payments.

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

Nays: None

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

The Board reviewed three (3) invoices dated December 30, 2019 from GIC for health insurance premiums for the period October 1, 2019 through December 31, 2019, as follows:

Retirees	\$ 53,477.43
Employees	209,139.12
Survivors	<u>3,099.87</u>
	<u>\$265,716.42</u>

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 GIC for health insurance premiums in the total sum of \$265,716.42 for the period October 1, 2019 to December 31, 2019.

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

Nays: None

E. MYSTIC VALLEY ELDER SERVICES "MVES"- INVOICES (2)

The Board analyzed (2) invoices from MVES, both dated December 30, 2019 for the month of November 2019 in the sum of \$13,733.92 for Resident Service Coordinators at the various Federal Developments and in the sum of \$89.07 for such services at MHA's Forestdale Development.

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 \$13,733.92 from the federal AMPs served and \$89.07 from COCC funds for the 400-1 program.

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

Nays: None

E. TRIANGLE Inc.- INVOICE

The Board reviewed an invoice in the amount of \$3,896 from Triangle dated November 30, 2019 for services rendered at 120 Mountain Avenue, 630 Salem Street and 89 Pearl 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 Triangle, Inc. for services in the amount of \$3,896.00.

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

Nays: None

F. YMCA – INVOICES (7)

The Board reviewed (7) invoices totaling \$11,111.13 from the YMCA as follows:

Four (4) corrective invoices totaling \$1,783.21 for Newland Street After School Program employee, Jacky Luong, whose cost wasn't billed due to the use of an incorrect job code, two (2) invoices for YMCA After School Program cost at Newland and Linden totaling \$5,161.25 for the month of November, 2019, and one (1) invoice for MHA YMCA Resident Membership cost in the amount of \$4,166.67.

Date	Amount	
7/31/19	\$ 790.79	
8/31/19	483.87	
9/30/19	379.52	
10/31/19	<u>129.03</u>	
Total		\$ 1,783.21
11/30/19 Newland Street After School		2,525.32
11/30/19 Linden After School Program		2,635.93
01/06/20 December Memberships		<u>4,166.67</u>
	Total	\$11,111.13

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

VOTED: To approved payment to the YMCA for all programs totaling \$11,111.13, with \$4,166.67 being paid by the COCC and the remainder by AMP 1.

Ayes: George N. Bayers and Francis C. Boudrow

Nays: None

Abstain: Frank M. Molis

G. SG RISK MANAGEMENT- INVOICE

The Board reviewed an invoice from SG Risk Management in the amount of \$1,360.00 for MHA insurance consulting and processing.

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

VOTED: To pay SG Risk Management \$1,360 for MHA insurance consulting.

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

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board reviewed two invoices from the Malden Police Department:

Date:	Invoice #.	Amount
12/30/19	21403	<u>790.95</u>
	Total	\$790.95

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

VOTED: To approve payment in the amount of \$1,054.60 to the Malden Police Department for December details.

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

Nays: None

I. JAMES M. HENNESSEY- INVOICES (3)

The Board studied three (3) invoices from James Hennessey for Section 8 inspections in the amount of \$1,282.50, Section 8 hearings in the amount of \$3,270, and Section 8 and Federal Public Housing Informal Reviews and a State Public Housing Applicant conference in the amount of \$1,410.

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

VOTED: To approve payment to James M. Hennessey in the amounts of \$1,410, \$3,270 and \$1,282.59 for the various consulting tasks.

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

Nays: None

J. NAHRO- MEMBERSHIP RENEWAL

The Board received a renewal notice from "NAHRO" (National Association of Housing & Redevelopment Officials) for renewal of membership from April 1, 2020 to 3/31/2021. The total amount is \$3,606.96.

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

VOTED: To approve payment to "NAHRO" for the one-year Membership renewal in the amount of \$3,606.96

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

Nays: None

K. CREDIT CARD PROCUREMENT AUTHORITY FOR MHA EMPLOYEES & COMMISSIONERS

The Board reviewed the Executive Director's request that Facilities, Mod & Procurement Assistant, Robert Sullivan, be designated as an additional MHA Credit card holder with a limit of up to \$10,000 to assist Mod & Procurement Director, Edward Fahey, with institutional MHA purchasing, and also increasing Finance Director, Carla Svendsen's, limit up to \$10,000, similar to most other designated employees, and also delineating the Executive Director's state program purchasing limit at \$49,999 and federal program purchase limit at \$150,000, and also approving the Executive Director's listing of purchasing delegation as so revised.

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 the Executive Director's delegation of purchasing authority and issuance of an MHA credit card to the Facilities, Mod & Procurement Assistant in the amount of up to \$10,000, to revise the Finance Director's delegation of purchasing authority in the amount of up to \$10,0000, and to delineate the Executive Director's purchasing authority at \$49,999 for the state program and \$150,000 for the federal program, and to approve the Executive Director's listing of purchasing delegation as so revised .

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

Nays: None

L. FEDERAL MILEAGE REIMBURSEMENT RATE FOR 2019

The U.S. Internal Revenue Service published the Federal mileage reimbursement rate for CY 2020 at \$0.57.5 per mile. MHA employees using their personal vehicles for Federal business travel will be reimbursed accordingly effective January 1, 2020.

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 MHA employees reimbursement for Federal business travel at \$0.57.5 per mile effective January 1, 2020

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

Nays: None

M. MASSACHUSETTS NAHRO SECTION 8 WAITING LIST-"MASSNAHRO"

The Board reviewed an invoice from MassNahro for Section 8 Centralized Wait List administration in the amount of \$1,956 for the six month period January to June, 2020.

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

VOTED: To approve payment to MassNAHRO in the amount of \$1,956 for the six-month period January to June, 2020 for Section 8 Centralized Wait List administration.

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

Nays: None

N. INDEPENDENT CLAIMS SERVICE, INC.—SUFFOLK MANOR STONE WALL

The Board received a settlement offer in the amount of \$7,670.79 from MAPFRE Insurance to repair stone wall damage caused by an insured car at Suffolk Manor.

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

VOTED: To accept the settlement amount of \$7,670.79 to repair the damaged stone wall at Suffolk Manor.

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

Nays: None

O. NEW ENGLAND REGIONAL COUNCIL "NERC/NAHRO"

The Board reviewed a request for an ad to be placed in NERCNAHRO's 2020 Mid-Winter Conference Program Book.

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

VOTED: To place a half page ad in NERCNAHRO's 2020 Mid-Winter Conference Book at a cost of \$90

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

Nays: None.

4. **POLICIES AND CONTRACTS**

None.

5. **CHARITABLE REQUESTS**

None.

6. **REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

The Executive Director reviewed a summary listing of all CY 2020 Conferences and trainings published to date by Nelrod, PHADA, NAHRO, NERCNAHRO and MassNAHRO and asked the Board to approve eligible travel, registration, attendance and meal expense for MHA Commissioners and staff at MHA cost to each of the following:

1. NERC/NAHRO Conference and trainings – January 31 – February 2, 2020 Mohegan Sun Convention Center
2. MassNAHRO Legislative Day at the MA State House March 9, 2020
3. NAHRO Affordable Housing ABCs E-Training for Commissioners and new staff
4. Nelrod 20th Annual Conference Las Vegas March 25-28, 2020
5. NAHRO Conference and trainings Washington DC March 28- April 1, 2020
6. MASS/NAHRO Annual Conference Sea Crest Falmouth May 17-20, 2020
7. PHADA'S Annual Convention Conference Denver, May 30- June 4, 2020
8. NERC/NAHRO Conference Portsmouth, NH June 14-17, 2020
9. NAHRO's Summer Conference New York City July 22-26, 2020
9. PHADA 2020 Legislative Forum Washington, DC September 14-15, 2020
10. NAHRO's National Conference Orlando, FLA September 30-October 4, 2020

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

VOTED: To authorize and approve all eligible travel, registration, attendance and meal expense for MHA Commissioners and staff at MHA cost to each of the Conferences, trainings and e-training referenced above.

1/14/2020

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

Nays: None

7. OPEN DISCUSSION

NONE

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:41 PM



Francis C. Boudrow, Secretary