

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 28, 2020 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: George N. Bayers

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

1. APPROVAL OF MINUTES OF JANUARY 14, 2020

The minutes of the meeting of January 14, 2020 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 January 14, 2020 as submitted.

Ayes: Mark A. Lawhorne, Francis C. Boudrow, Joan M. Chiasson 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 was necessary.

3. FINANCIAL MATTERS

A. MASSACHUSETTS HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") FISCAL YEAR 2020 OPERATING BUDGET

The Executive Director presented a letter from DHCD approving the FY 2020 Budget.

No further action was necessary at this time.

B. MALDEN CHAMBER OF COMMERCE

The Executive Director polled the Board by email on January 23, 2020 for attendance at the upcoming Malden Chamber of Commerce Breakfast with the Mayor's State of the City Address on February 25, 2020.

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

E. SITE IMPROVEMENTS, INC. – CERTIFICATE OF SUBSTANTIAL COMPLETION AND CERTIFICATE FOR PARTIAL RELEASE OF RETAINAGE

The Board considered a Certificate of Substantial Completion and Certificate for Partial Release of Retainage in the sum of \$10,608 dated January 22, 2020 from Site Improvements, Inc. for various federal parking area improvements.

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 the Executive Director to execute the Certificate of Substantial Completion and release the payment of retainage in the sum of \$10,608 per the Certificate of Partial Release of Retainage to Site Improvements, Inc.

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

Nays: None

F. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 17

An invoice from Homer Contracting, Inc., Requisition No. 17 dated January 6, 2020 in the sum of \$162,685.60 for work on the 630 Salem Street building envelope project 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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$162,685.60 for work on the 630 Salem Street building envelope project.

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

Nays: None

G. PATHFINDER TREE SERVICE, LLC – CHANGE ORDER

The Board studied a change order from Pathfinder Tree Service, LLC dated January 23, 2020 for pruning of trees and removal of debris at the Springdale development increasing the cost of services in the sum of \$1,200.

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 the change order submitted by Pathfinder Tree Service, LLC in the sum of \$1,200 for pruning of trees at the Springdale development increasing the contract to a total contact amount of \$7,700.

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

Nays: None

H. TRIANGLE, INC. - INVOICE

An invoice dated January 10, 2020 from Triangle, Inc. in the sum of \$4,496 for cleaning and maintenance services for the month of December 2019 at Pearl, Salem Street and Mountain Avenue was perused 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 payment to Triangle, Inc. in the sum of \$4,496 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board examined four (4) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
01/14/20	21492	\$790.95
01/21/20	21519	1,318.25
01/27/20	21562	1,054.60
01/24/20	21548	<u>224.40</u>
	TOTAL	<u>\$3,388.20</u>

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 the Malden Police Department in the total sum of \$3,388.20 as listed above from the specific AMP's served.

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

Nays: None

J. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN

A letter from the Mayor dated January 17, 2020 requesting MHA's annual funding in support of Malden's Senior Transportation program providing service to MHA's elder/disabled resident families in the sum of \$20,000 was scrutinized by the Board.

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

VOTED: To approve and authorize MHA's contribution of \$20,000 to the City of Malden's Senior Transportation program to be paid from AMP 2, 3, 4, 5 and 6 funds.

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

Nays: None

K. GCG ASSOCIATES, INC. – INVOICE

The Board reviewed an invoice dated January 22, 2020 from GCG Associates, Inc. for engineering services in the amount of \$1,172.50 for the Rockland Avenue parking area.

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 in the sum of \$1,172.50 to GCG Associates, Inc. and authorize the Executive Director to submit to DHCD for processing.

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

Nays: None

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

Two (2) invoices from MVES, and both dated January 28, 2020 for services in December 2019 was considered by the Board. The first invoice is in the sum of \$89.07 for Forestdale services and the second in the sum of \$14,037.99 for resident service coordinators at various federal developments.

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 \$14,037.99 from the Federal Amps served and \$89.07 from the Central Office Cost Center ("COCC") funds for Forestdale.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **MHA FAIR HOUSING AND EQUAL OPPORTUNITY MARKETING PLAN, REASONABLE ACCOMMODATION POLICY AND LIMITED ENGLISH PROFICIENCY PLAN**

The Board reviewed MHA's Fair Housing and Equal Opportunity Marketing Plan, Reasonable Accommodation Policy and Limited English Proficiency Plan for submittal to DHCD which is similar to MHA's Federal Public Housing Plan.

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

VOTED: To adopt MHA's Fair Housing and Equal Opportunity Marketing Plan, Reasonable Accommodation Policy and Limited English Proficiency Plan as MHA's state program policy and submit the same to DHCD.

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

Nays: None

5. **CHARITABLE REQUESTS**

A. **FRANK SAYS HI**

A solicitation for the Twelfth Annual "Frank Says Hi" Scholarship Foundation fundraiser was considered by the Board.

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 a donation to the "Frank Says Hi" Scholarship Foundation in the sum of \$100 from the COCC.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **HAI GROUP – HOUSING TELEVIDEO NETWORK ("HTVN")**

The HTVN Training Catalog for 2020 was analyzed by the Board consisting of training for all elements of public housing management and administration.

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 appropriate staff to register for HTVN training at MHA cost.

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

Nays: None

CORRESPONDENCE AND NEWSLETTERS

- Massachusetts National Association of Housing and Redevelopment Officials 38th Annual Legislative Day Registration.

7. OPEN DISCUSSION

A. TRIPLE THREAT TRIVIA MALDEN LIBRARY FUNDRAISER

The Executive Director explained long-standing participation by MHA staff in the Malden Public Library fundraiser called Triple Threat Trivia and payment must be received in advance for the 2021 Malden Library Trivia Team entrance fee in order to receive 2 bonus points.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was

VOTED: To authorize and approve payment to the Malden Public Library in the sum of \$380 for Triple Threat Trivia to be held in January 2021 and pay from the COCC.

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

Nays: None

B. MHA ANNUAL REPORT TO THE CITY OF MALDEN

The Executive Director transmitted MHA's 2020 Annual Report to the Board for its review and approval to be submitted to the Mayor, City Council and DHCD.

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 submit the MHA's 2020 Annual Report to the City and DHCD.

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

Nays: None

C. NELCO WORLDWIDE ("NELCO") – CERTIFICATE OF SUBSTANTIAL COMPLETION

A Certificate of Substantial Completion was submitted to the Board for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project dated January 27, 2020 was considered 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 the Executive Director to execute the Certificate of Substantial Completion from NELCO subject to the satisfactory resolution of the fire and elevator alarm system issues and outstanding punch list items.

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

Nays: None

Adjourned at 6:00 PM


Joan M. Chiasson, Acting Secretary

SEAL