

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 9, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF DECEMBER 19, 2017

The minutes of the meeting of December 19, 2017 were unavailable.

No further action was necessary.

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. PAYMENT IN LIEU OF TAXES ("PILOT") TO THE CITY OF MALDEN

The Executive Director informed the Board that MHA was prepared to make its annual PILOT to the City of Malden in the amount of \$315,071.45 and presented the calculations by development.

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

VOTED: To authorize and approve the FY 2017 PILOT payment to the City of Malden in the sum of \$315,071.45

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

Nays: None

B. CBI CONSULTING INC. ("CBI") – INVOICE

The Board scrutinized an invoice dated December 19, 2017 from CBI for construction administration in the sum of \$289 for the concrete steps at the Newland Street 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 to CBI in the sum of \$289 for construction administration services for the Newland Street concrete steps project to be paid from the Capital Fund Program ("CFP").

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

Nays: None

C. CBI – INVOICE

An invoice dated December 19, 2017 from CBI for design/testing in the sum of \$1,760 for exterior building envelope repairs of 630 Salem Street was reviewed 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 CBI in the sum of \$1,760 for exterior building envelope repairs of 630 Salem Street to be paid from the CFP.

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

Nays: None

D. ATC GROUP SERVICES, LLC ("ATC") – INVOICE

The Board considered and invoice dated December 22, 2017 from ATC in the sum of \$56,635 for lead testing services for the Newland Street development railings.

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 ATC in the sum of \$56,635 for lead testing services for the Newland Street development railings to be paid from the CFP.

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

Nays: None

E. CLEMENT STREET PLUMBING AND GAS PERMITS

An undated invoice from Robert W. Irvine & Sons Inc. in the sum of \$624.90 for plumbing and gas permits for the Clement Street rehabilitation project was analyzed 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 Robert W. Irvine & Sons, Inc. in the sum of \$624.90 for plumbing and gas permits and submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

F. CLEMENT STREET LOAN DOCUMENTS

The Board studied a Commitment letter dated January 8, 2018 from the Massachusetts Housing Finance Agency for Clement Street together with a Source of Funds letter dated January 9, 2018 from MHA to the Commonwealth of Massachusetts Affordable Housing Trust Fund and wire instructions from MHA to the Commonwealth of Massachusetts for requisition for construction.

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 below documents to fund the Clement Street development rehabilitation and authorize the Executive Director, on behalf of MHA, to execute the following:

1. Commitment letter from Massachusetts Housing Finance Agency to MHA dated January 8, 2018.
2. Source of Funds letter dated January 9, 2018 from MHA to the Commonwealth of Massachusetts Affordable Housing Trust Fund c/o Massachusetts Housing Finance Agency its Administrator.
3. Wire instructions from MHA to the Commonwealth of Massachusetts (and for each wire instruction necessary in the future) acting by and through the Department of Housing And Community Development c/o The Massachusetts Housing Finance Agency, Administrator.

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

Nays: None

G. HAI GROUP – INVOICE

An invoice dated December 18, 2017 in the sum of \$3,340.80 from HAI Group for Section 8 lead liability insurance was perused 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 to HAI Group in the sum of \$3,340.80 for Section 8 lead liability insurance.

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

Nays: None

H. SULLIVAN INSURANCE GROUP – INVOICE

The Board examined an invoice dated December 11, 2017 from Sullivan Insurance Group in the sum of \$19,686 for blanket property insurance covering all State housing units which insurance was procured by the State.

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 Sullivan Group for blanket property insurance for a total sum of \$19,686 on MHA's State public housing units.

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

Nays: None

I. KP LAW, P.C. – INVOICE

An invoice dated December 21, 2017 from KP Law, P.C. in the sum of \$270 for legal services on human resource issues was scrutinized 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 to KP Law, P.C. for legal services in the sum of \$270 paid from Central Office Cost Center ("COCC") account.

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

Nays: None

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

The Board reviewed two (2) invoices from MVES, both dated December 19, 2017 for the month of November 2017 in the sum of \$10,856.24 for resident service coordinators at the various developments and in the sum of \$68.60 for coverage of a Forestdale event.

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 MVES in the sums of \$10,856.24 from the federal AMPs served and \$68.60 from COCC funds for the 400-1 program.

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

Nays: None

K. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

An invoice dated January 2, 2018 from SG Risk in the sum of \$935 for insurance consulting services 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 to SG Risk in the sum of \$935 for insurance consulting services to be paid from COCC funds.

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

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (8)

The Board analyzed eight (8) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/20/17	17325	740.40
12/21/17	17335	246.80
12/27/17	17356	246.80
12/27/17	17371	246.80
01/02/18	17389	246.80

01/02/18	17392	493.60
01/03/18	17413	246.80
01/08/18	17419	<u>493.60</u>
	TOTAL	<u>\$2,961.60</u>

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 total sum of \$2,961.60 for patrol detail coverage.

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

Nays: None

M. DIANE COHEN – INVOICE

An invoice from Diane Cohen dated January 1, 2018 in the amount of \$1,400 for work with the tenant selection department and Admissions and Continued Occupancy (“ACOP”) and Administrative Plan (“Admin Plan”) revisions on various issues was studied 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 payment to Diane Cohen in the amount of \$1400 to be paid by the COCC for the various work she has done with Admin Plan and ACOP revisions and with tenant selection staff.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. FRANK SAYS HI

A solicitation from the Tenth Annual “Frank Says Hi” Scholarship Foundation Fundraiser 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 a donation to the "Frank Says Hi" Scholarship Foundation in the sum of \$50 from the COCC.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

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

The Board examined information on the upcoming PHADA 2018 Annual Convention & Exhibition scheduled for May 4 thru May 9, 2018 in New Orleans, LA.

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 travel and attendance at the PHADA 2018 Annual Convention & Exhibition for Commissioners and appropriate staff at MHA expense.

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

Nays: None

CORRESPONDENCE AND NEWSLETTERS

- Odyssey Advisors letter dated December 12, 2017 showing Governmental Accounting Standard Board ("GASB") 74 and 75 summary of results

7. **OPEN DISCUSSION**

None

01/09/2018

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

Nays: None

Adjourned at 5:40 PM


George N. Bayers, Acting Secretary