

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 14, 2020 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING TELECONFERENCE: Mark A. Lawhorne, Chairperson, George N. Bayers and Joan M. Chiasson and Frank M. Molis

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

1. APPROVAL OF MINUTES OF JUNE 23, 2020

The minutes of the meeting of June 23, 2020 were scrutinized to the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of June 23, 2020 as submitted.

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

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 George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. UNITED ELEVATOR CO., INC. – INVOICES (2)

Two (2) invoices from United Elevator Co., Inc. for the rebuilding and rehabilitation of elevators at 557 Pleasant Street were reviewed by the Board as follows:

Invoice No. 806728	May 26, 2020	\$54,443.00
Invoice No. 807590	June 24, 2020	\$42,628.87

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 payment to United Elevator Co., Inc. in the sums of \$54,443.00 and \$42,628.87 to be paid from the Capital Fund.

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

Nays: None

B. BCM CONTROLS CORPORATION ("BCM") – INVOICES (4)

The Board considered four (4) invoices all dated June 25, 2020 from BCM for upgrades to video surveillance as follows:

<u>Property</u>	<u>Amount</u>
557 Pleasant	\$ 3,683.20
630 Salem	17,005.92
120 Mountain	14,978.64
557 Pleasant	<u>11,831.77</u>
	<u>\$47,499.53</u>

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 BCM for upgrades to MHA's video surveillance equipment as stated above for the total sum of \$47,499.53 with cost allocated to the AMP served.

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

Nays: None

C. WEGOWISE, INC. ("WEGOWISE") – INVOICES (2)

Two (2) invoices both dated June 30, 2020 from WegoWise in the amount of \$8,396 (Federal) and \$2,617 (State) for annual energy measurement and verification were 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 payment to WegoWise in the amount of \$8,396 for Federal energy reporting to be paid by the AMPs and \$2,617 for the State properties to be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

D. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Board studied three (3) invoices from CBI for engineering consulting services as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
06/24/20	Newland Street	\$ 3,000.00	roof replacement design – multiple sites
06/30/20	Clement Street	17,422.50	construction management
06/30/20	Clement Street	624.00	construction management
		<u>\$21,046.50</u>	TOTAL

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 CBI in the total sum of \$21,046.50 for engineering services for the Federal development from the Capital Fund and submit the Clement Street invoices to the Massachusetts Department of Housing and Community Development ("DHCD") for final processing.

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

Nays: None

E. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

An invoice dated July 1, 2020 from Siemens in the sum of \$44,739 for energy measurement and reporting under the Energy Performance Contract ("EPC") from July 1, 2020 thru June 30, 2021 for submittal to the U.S. Department of Housing and Urban Development ("HUD") was perused 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 payment to Siemens in the sum of \$44,739 for annual energy measurement and verification reporting services on the MHA's EPC with payment to be allocated against the EPC, AMPs and/or COCC funds, as determined by the Finance Director and MHA's Fee Accountant.

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

Nays: None

F. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board examined an invoice dated July 1, 2020 from SG Risk in the sum of \$1,317.50 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 \$1,317.50 for consulting services with payment allocated against AMP's served and/or the COCC.

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

Nays: None

G. DIANE COHEN – INVOICE

An invoice dated July 1, 2020 in the sum of \$700 from Diane Cohen for consulting services on the Admissions and Continued Occupancy Plan ("ACOP") and Section 8 was scrutinized by the Board.

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

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$700 for consulting services to be allocated to the COCC and Public Housing and Section 8 programs.

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

Nays: None

H. VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT 2013 ("VAWA") – TRAINING – MANETTE DONOVAN

The Executive Director discussed a proposal dated June 23, 2020 from Attorney Manette Donovan to conduct updated VAWA training for MHA staff for the cost of \$1,800.

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 the Executive Director to contract with Manette Donovan for VAWA training and pay the sum of \$1,800 for said services with cost allocated to the COCC and the Public Housing 8, Section 8 and ROSS programs.

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

Nays: None

I. CHAPMAN WATERPROOFING COMPANY – CHANGE ORDERS (2)

The Board reviewed two change orders, both dated July 9, 2020 from Chapman Waterproofing Company for exterior insulation and finish systems (“EIFS”) at 557 Pleasant Street in the sum of \$17,949.66 to remove ground-based tripping hazards and in the sum of \$1,834.68 to install a stainless steel plate and shield.

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the two change orders from Chapman Waterproofing Company for EIFS work at the 557 Pleasant Street development and increase the project contract by the total sum of \$19,784.34, with cost to be paid by the Capital Fund.

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

Nays: None

J. TERMINAL EXCHANGE SYSTEMS (“TERMINAL”) – PROPOSAL

MHA’s information technology (“IT”) service and support contractor, Terminal, has provided the Executive Director with a revised proposal dated April 29, 2020 to reconfigure the 630 Salem Street library to allow for greater IT connectivity and to create remote meeting and training ability for MHA staff for the sum of \$15,947.35

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 revised proposal from Terminal for IT improvements to and upgrade of the 630 Salem Street library for the sum of \$15,947.35 and authorize the Executive Director to contract the same with Terminal with cost allocated to AMP 3.

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

Nays: None

K. TERMINAL – PROPOSAL

The Executive Director submitted a proposal from Terminal to replace one IT server at 630 Salem Street and other improvements intended to improve MHA’s IT and telephone service in the sum of \$24,866.49

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 the Executive Director to accept the proposal and contract with Terminal for improvements to MHA's IT and telephone service in the sum of \$24,866.49

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

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board considered six (6) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street and Suffolk Manor as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/17/20	22505	\$ 790.95
06/18/20	22525	527.30
06/23/20	22550	527.30
06/25/20	22574	790.95
06/30/20	22615	263.65
07/01/20	22639	<u>1,054.60</u>
	TOTAL	<u>\$3,954.75</u>

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 the Malden Police Department in the total sum of \$3,954.75 allocated against the AMPs served.

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

Nays: None

Commissioner Molis left the Meeting

4. POLICIES AND CONTRACTS

A. MHA – ADMINISTRATIVE PLAN REVISIONS

The Executive Director submitted revisions from Diane Cohen to the Administrative Plan consistent with Nan McKay Model Policy revisions to enable MHA to be compliant with HUD regulations.

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adopt, approve and authorize the immediate implementation of revisions to the MHA Section 8 Housing Choice Voucher Administrative Plan in accordance with the selected Nan McKay Model Policy revisions based on changes in law, regulation and HUD guidance.

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

Nays: None

5. CHARITABLE REQUESTS

A. SPECIAL OLYMPICS 2020

A solicitation from the Special Olympics 2020 Annual Fund Appeal was analyzed by the Board.

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 a contribution of \$100 to the Special Olympics to be paid by the COCC.

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

Nays: None

B. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – PAST PRESIDENTS MEMORIAL GOLF TOURNAMENT

The Board studied a flyer from Mass/NAHRO on sponsoring the Past Presidents Memorial Golf Tournament to be held on August 31, 2020 to benefit tuition assistance to eligible residents, board members, employees and their families pursuing a college education. It was noted that this scholarship has been generous to children of MHA's staff.

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 the Executive Director to commit MHA to sponsor two (2) holes at MassNAHRO's charitable golf tournament at \$125 each for a total of \$250 with cost to be paid by the COCC.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

A. YMCA MEMBERSHIPS

The Executive Director noted the approaching agreement termination with the YMCA and discussed possible extension and renewal of MHA’s subsidy for public housing family memberships to the YMCA for the next five years.

No further action was necessary at this time.

B. MHA EMPLOYEE VACATION TIME – COVID-19

The Executive Director discussed the consideration of possible rollover of accrued vacation time for MHA maintenance staff that have been unable to use vacation time due to COVID-19.

No further action was necessary at this time.

ADJOURNMENT

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM

Joan Chiasson, Acting Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 7/28/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED