

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 28, 2020 at 10:00 AM 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. APPOINTMENT OF COMMISSIONERS

The Board acknowledged that Francis C. Boudrow had submitted his resignation as Secretary to the MHA Board of Commissioners to Malden Mayor Gary J. Christenson, who had accepted same. The Mayor has appointed William Hurley to be the Board's Labor Commissioner following his confirmation by the Malden City Council. Due to the vacancy in the Secretary's, the Board will implement succession to fill that position and any other lower office that may be vacated by so doing until same can be filled upon Commissioner Hurley's confirmation.

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 Joan M. Chiasson as Secretary and Frank M. Molis as treasurer by succession following the resignation of Francis C. Boudrow.

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

Nays: None

2. APPROVAL OF MINUTES OF JULY 14, 2020

The minutes of the meeting of July 14, 2020 were scrutinized to 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 the minutes of July 14, 2020 as submitted.

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

Nays: None

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

4. **FINANCIAL MATTERS**

A. MONTHLY FINANCIAL STATEMENTS

MHA's Combined Balance Sheets and Monthly Budget Comparisons for the month of May 2020 were presented to the Board.

No further action was necessary.

B. UNITED ELEVATOR – CHANGE ORDER

A change order dated July 17, 2020 from United Elevator in the sum of \$24,267.70 for installation of a waterproof membrane and drainage mat to protect the elevators at 557 Pleasant Street was reviewed 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 the change order from United Elevator for installation of a waterproof membrane and drainage mat to protect the elevators at 557 Pleasant Street and authorize the Executive Director to execute the change order increasing the project's Capital Fund contract by \$24,267.70

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

Nays: None

C. CBI CONSULTING, LLC ("CBI") – CHANGE ORDER

The Board considered a change order proposal dated July 15, 2020 (*revised July 21, 2020*) from CBI for an increase to the scope of design and construction work at 24 Wolcott Avenue to address structural issues with the garage roof in the sum of \$14,410

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 change order from CBI for an increase to the scope of design and construction work at 24 Wolcott Avenue to address structural issues with the garage roof and authorize the Executive Director to execute the change order increasing the project's Capital Fund contract by \$14,410

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

Nays: None

D. CBI – CHANGE ORDER

A change order from CBI dated July 16, 2020 for consulting services associated with the additional courtyard repairs at 557 Pleasant Street in the sum of \$3,955 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 the change order from CBI for an increase in design consulting services for additional courtyard repairs required by the 557 Pleasant Street structural wall and EFIS installation project in the sum of \$3,955 and authorize the Executive Director to execute the same increasing the project's Capital Fund contract by that amount.

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

Nays: None

E. YMCA – INVOICES – (2)

The Board studied two (2) invoices from the YMCA both dated March 31, 2020 in the sum \$409.08 for after school/summer programs at Linden and in the sum of \$381.40 for Newland Street programs. It was noted that the invoices were for the first two (2) weeks of March.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$409.08 and \$381.40 for the Linden and Newland Street after school/summer programs.

Ayes: George N. Bayers and Joan M. Chiasson

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

F. LEGAL ENTITY IDENTIFIER (“LEI”) REGISTRATION ON THE GMEI UTILITY – BOARD RESOLUTION NO. 2020-04

The Executive Director presented an Authorization form requiring a Board Resolution approving the completion and submission of same to authorize the Executive Director, Stephen G. Finn, to renew MHA's LEI Registration Number 549300HM3PHP5NA43 with GMEI Utility for the term November 2020 to November 2021. After Discussion, the Executive Director requested that the Board approve the Resolution that the GMEI Utility Authorization form be completed and signed by the Board Chairperson, Mark A. Lawhorne, authorizing the Executive

Director to submit same to the GMEI Utility in order for the Executive Director to be authorized to complete MHA's LEI Registration Renewal for the Term November 2020 to November 2021.

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

RESOLVED AND VOTED: Resolution No. 2020-04 to approve that the GMEI Utility Authorization form be completed and signed by MHA Board Chairperson, Mark A. Lawhorne, authorizing the Executive Director to submit same to the GMEI Utility in order for the Executive Director to be authorized to complete MHA's LEI Registration Renewal in for the term.

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

Nays: None

G. MICHAEL KIM ASSOCIATES, LLC ("KIM") – TASK ORDER

A Task Order dated July 29, 2020 between MHA and Kim in the sum of \$72,500 for design, bid and contract administration services to MHA on the Newland Street roof replacement project 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 the Task Order issued by MHA to Kim in the sum of \$72,500 to provide design, bid and contract administration service to MHA on the Capital Fund AMP 1 roof replacement project in the sum of \$72,500 and authorize the Executive Director to execute the same.

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

Nays: None

H. AMBIENT TEMPERATURE CORPORATION ("ATCO") – PROPOSAL

The Board examined a proposal from ATCO dated July 22, 2020 for the installation of central air conditioning in the Linden Community Building at a cost of \$16,685.

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 proposal from ATCO for the installation of central air conditioning in the Linden Community Building at a cost of \$16,685 and authorize the Executive Director to contract the same with payment from AMP 1.

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

Nays: None

I. GCG ASSOCIATES, INC. ("GCG") – INVOICE

An invoice dated July 22, 2020 from GCG for parking design services in the amount of \$1,800 for parking areas at seven (7) sites was scrutinized 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 in the sum of \$1,800 to GCG with costs paid by Capital Funds.

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

Nays: None

J. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board reviewed three (3) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were scrutinized by the Board, as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|-------------------|
| 07/06/20 | 22656 | \$ 527.30 |
| 07/14/20 | 22681 | 1,054.60 |
| 07/15/20 | 22704 | <u>1,318.25</u> |
| | TOTAL | <u>\$2,900.15</u> |

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 the Malden Police Department in the total sum of \$2,900.15 as appropriate from the AMPs served.

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

Nays: None

5. **POLICIES AND CONTRACTS**

A. **HUD WAIVERS**

Due to the ongoing pandemic, HUD is waiving certain requirements and providing alternative deadlines. The Executive Director discussed programmatic waivers for annual inspections and mandatory removal of unit from "Section 8" contract.

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 the Executive Director to adopt one additional Public Housing (PH-12 Annual Inspections) and one additional Section 8 (Housing Choice Voucher-14 Project-Based Voucher Units) programmatic waivers included in HUD Notice PIH 2020-13, Rev. 1, with implementation to be as of the date of Notice 2020-05, April 10, 2020, to extend all previously approved programmatic waivers for the maximum term allowed under Notice 2020-13, Rev. 1, and to maintain a checklist of approved waivers to satisfy future HUD auditing requirements.

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

Nays: None

6. **CHARITABLE REQUESTS**

None

7. **CORRESPONDENCE AND NEWSLETTERS**

None

8. **OPEN DISCUSSION**

A. **MHA'S RESIDENT ADVISORY BOARD ("RAB") AND PUBLIC HOUSING AUTHORITY ("PHA") ANNUAL PLAN PUBLIC HEARING**

The Board discussed possible dates for the RAB and the PHA Plan.

No further action was necessary.

ADJOURNMENT

After due discussion and upon motion duly made by Frank M. Molis 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 10:35 AM

Joan M. Chiasson, Secretary

SEAL

***THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF
COMMISSIONERS AT THEIR REGULAR MEETING OF 8/18/2020, TO BE SIGNED WHEN
THE PUBLIC HEALTH CRISIS IS ABATED**