

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 11, 2019 at 10:25 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF MAY 28, 2019**

The minutes of the meeting of May 28, 2019 were not yet ready for review.

No further action was necessary at this time.

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by George N. Bayers it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 10**

The Board reviewed an invoice from Homer Contracting, Inc.'s Requisition No. 10 dated May 9, 2019 in the sum of \$316,608.40 for completed work on the 630 Salem Street building envelope project.

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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$316,608.40 for completed work on the 630 Salem Street building envelope project.

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

Nays: None

**B. AVATAR CONSTRUCTION, INC. ("AVATAR") – REQUISITION NO. 1**

The Board reviewed Requisition No. 1 dated June 10, 2019 from Avatar in the sum of \$76,670.02 for completed roof replacement work at Linden.

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 Avatar in the sum of \$76,670.02 for completed roof replacement work at Linden.

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

Nays: None

**C. CBI CONSULTING, LLC ('CBI') – AGREEMENT FOR CONSULTING SERVICES**

The Executive Director presented an Agreement for Consulting Services with CBI Consulting dated June 5, 2019 in the sum of \$9,425 for the provision of engineering and design services to perform a structural study of the existing second floor at 120 Mountain Avenue.

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

VOTED: To approve and authorize the Executive Director to execute an Agreement for Consulting Services with CBI for the structural study of 120 Mountain Avenue' 2<sup>nd</sup> floor in the sum of \$9,425.

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

Nays: None

**D. CBI – INVOICE**

The Board analyzed an invoice #30639 dated May 21, 2019 in the sum of \$245 for construction documents for the Springdale development

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 CBI in the sum of \$245 for design documents relating to the Springdale roof replacement project and submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

**E. GCG ASSOCIATES, INC. – INVOICE**

An invoice #14290 dated May 30, 2019 from GCG Associates, Inc. for engineering services in the amount of \$577.50 at Rockland Avenue was studied by the Board.

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

VOTED: To approve payment in the sum of \$577.50 to GCG Associates, Inc. and authorize the Executive Director to submit to DHCD for processing.

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

Nays: None

**F. GCG ASSOCIATES, INC. – INVOICE**

The Board perused an invoice #14293 dated May 30, 2019 from GCG Associates, Inc. for engineering services in the sum of \$1,187.50 for parking lot restriping at various MHA HUD assisted developments.

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 in the sum of \$1,187.50 to GCG Associates, Inc. from MHA's Capital Fund.

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

Nays: None

**G. ODYSSEY ADVISORS, INC. ("ODYSSEY") – INVOICE**

An invoice dated May 29, 2019 from Odyssey for preparation of the actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2018 in accordance with Governmental Accounting Standard Board ("GASB") statement in the sum of \$2,000 was examined by the Board.

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

VOTED: To approve and authorize payment to Odyssey in the sum of \$2,000 from the Central Office Cost Center ("COCC") for actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2018.

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

Nays: None

**H. RUSSO-BARR ASSOCIATES – INVOICE**

The Board scrutinized an invoice dated May 31, 2019 from Russo-Barr Associates in the sum of \$1,810 for construction administration for the Forestdale roof replacement project.

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

VOTED: To approve payment to Russo Bar Associates in the sum of \$1,810 for construction administration services on the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**I. FIRE ALARM SYSTEMS – REQUEST FOR PROPOSAL (“RFP”)**

The Modernization & Procurement Director, Edward Fahey presented the RFP response from American Service Co. in the sum of \$34,992 for fire suppression/extinguisher, e-call, testing maintenance and repair for review and discussion.

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

VOTED: To award the bid for the fire suppression/extinguisher, e-call, testing maintenance and repair to American Service Co., as the most responsive and responsible bidder in the sum of \$34,992 and authorize the Executive Director to contract for one (1) year with the option to extend for four (4) additional consecutive years at the sole discretion of MHA.

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

Nays: None

**J. JAMES M. HENNESSEY– INVOICE**

An invoice dated June 6, 2019 from James Hennessey for Section 8 applicant reviews in the sum of \$2,025 was reviewed by the Board.

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 in the sum of \$2,025 to James M. Hennessey for Section 8 applicant hearings to be paid by the COCC.

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

Nays: None

**K. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE**

The Board considered an invoice dated June 3, 2019 from SG Risk in the sum of \$722.50 for risk management and insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$722.50 from the COCC for consulting services.

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

Nays: None

**L. DIANE COHEN ("COHEN") – INVOICE**

An invoice dated June 1, 2019 in the sum of \$1,400 from Diane Cohen for consulting services for the Family Self-Sufficiency program ("FSS") and the Admissions and Continued Occupancy Plan ("ACOP") was analyzed 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 Diane Cohen in the sum of \$1,400 for consulting services to be paid by COCC funds.

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

Nays: None

**M. YMCA – INVOICE**

The Board studied an invoice from the YMCA for MHA's Federal Public Housing Membership program dated June 5, 2019 in the amount of \$4,166.67 for May 2019 membership.

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

VOTED: To approve payment to the YMCA in the sum of \$4,166.67 to be paid by the COCC for the provision of federal family memberships.

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

Nays: None

Abstain: Frank M. Molis

**N. MALDEN POLICE DEPARTMENT – INVOICES (10)**

Ten (10) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were perused by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/01/19	19574	\$740.40
05/01/19	20032	246.80
05/06/19	20045	1,604.19
05/28/19	20200	925.49
05/29/19	20214	246.80
05/31/19	20231	493.60
06/03/19	20246	1,110.59
06/06/19	20264	246.80
06/07/19	20273	246.80
06/09/19	20287	<u>740.40</u>
	TOTAL	<u>\$6,601.87</u>

After due discussion and upon motion duly made by Francis C. Boudrow 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 \$6,601.87 as listed above from the specific AMP's served.

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

Nays: None

**O. NORTH SHORE HOUSING EXECUTIVE DIRECTOR'S ASSOCIATION ("NSHEDA") COMMISSIONERS TRAINING SESSION NOTICE.**

The Board reviewed a flyer regarding the Annual Meeting and Outing of the North Shore Executive Director's Association (NSHEDA) to be held June 12, 2019 at Stage Fort Park, Gloucester, MA.

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

VOTED: To approve and authorize Commissioners and appropriate staff, inclusive of MHA's entire public housing administrative staff, to attend the NSHEDA outing on June 12, 2019 in Gloucester, MA at MHA cost to be paid by the COCC.

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

Nays: None

**P. 2019 HUD CAPITAL FUND PLAN**

The Board reviewed the MHA's 2019 Capital Fund Grant Annual Statement as part of MHA's Five Year Capital Plan and an email from the U.S. Department of Housing and Urban Development ("HUD") approving the MHA's 5 Year Capital Plan, as submitted in HUD's Energy Performance Information Center ("EPIC"), and requesting the MHA also submit its 2019 CFP Annual Statement in EPIC.

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

VOTED: To approve and authorize the Executive Director's creation and submission of MHA's 2019 Capital Fund Grant Annual Statement in HUD's EPIC system.

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

Nays: None

**4. POLICIES**

**A. SUBLICENSE AGREEMENT AND ADMINISTRATIVE PLAN AMENDMENT**

The Executive Director presented a sublicense agreement and revision to the MHA's Section 8 Housing Choice Voucher Administrative Plan relating to GoSection8 being contracted by MassNAHRO to conduct Section Centralized Wait List administration for all participating MA PHAs, including MHA.

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

VOTED: To approve the GoSection8 revision to the MHA's Section 8 HCV Administrative Plan Amendment and the Executive Director's execution of the sublicense agreement allowing for GoSection8's Centralized Wait List administration and management.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. WARD 5 FOURTH OF JULY CELEBRATION**

A solicitation from Ward 5 July 4<sup>th</sup> Celebration for a contribution to the Fourth of July event was scrutinized by the Board

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

VOTED: To approve and authorize a donation of \$100 to Ward 5 Fourth of July Celebration to be paid from COCC funds.

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

Nays: None

**B. JUVENILE DIABETES RESEARCH FOUNDATION ("JDRF")**

The Board reviewed a flyer announcing a fundraiser for Beating Diabetes Together partnered with JDRF to be held on June 20, 2019.

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

VOTED: To approve and authorize a donation of \$250 to Beating Diabetes Together be paid from COCC funds.

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

Nays: None



6. **CORRESPONDENCE AND NEWSLETTERS**

A. **HOUSING AND DEVELOPMENT LAW INSTITUTE (“HDLI”) AND LEO DAUWER – 26<sup>TH</sup> ANNUAL MARTHA’S VINEYARD COMMISSIONERS CONFERENCE**

A flyer from HDLI and Leo Dauwer announcing the 26<sup>th</sup> Annual Martha’s Vineyard Commissioners Conference was considered by the Board.

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

VOTED: To approve and authorize Commissioners and appropriate staff to travel to and attend the HDLI and Leo Dauwer 26<sup>th</sup> Annual Martha’s Vineyard Commissioners Conference in September 2019 at MHA cost.

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

Nays: None

**ADDITIONAL CORRESPONDENCE**

- National Association of Housing and Redevelopment Officials (“NAHRO”) – 2019 Summer Conference, July 11, 2019 in Boston

7. **OPEN DISCUSSION**

The Board discussed Board meetings to be held on the following dates:

- June 18, 2019
- July 16, 2019
- August 13, 2019 or August 20, 2019

No further action was necessary at this time.

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 11:00 AM

  
George N. Bayers, Secretary