

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 13, 2017 at 4:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Joan M. Chiasson (Acting Chairperson), Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT: Francis C. Boudrow and Frank M. Molis

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

1. APPROVAL OF MINUTES OF APRIL 25TH, MAY 2ND AND MAY 16, 2017

The minutes of the meetings of April 25th, May 2nd and May 16, 2017 were reviewed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of April 25th, May 2nd and May 16, 2017 as submitted.

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

Nays: None

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 Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. ODYSSEY ADVISORS, INC. ("ODYSSEY") – INVOICE

An invoice dated June 7, 2017 from Odyssey for preparation of the actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2017 in accordance with Governmental Accounting Standard Board ("GASB") statement in the sum of \$2,225 was

considered by the Board. The summary of actuarial valuation was submitted to the Board for information purposes only.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to Odyssey in the sum of \$2,225 from Central Office Cost Center ("COCC") funds for actuarial valuation for fiscal year ending September 30, 2017.

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

Nays: None

B. REQUEST FOR ARCHITECTURAL SERVICES ("RFS")

The Board analyzed a RFS which is funded through the Massachusetts Department of Housing and Community Development ("DHCD") seeking professional design and construction administration services for building envelope upgrades, new accessible apartments, electrical system upgrades, exterior decking and railing repairs, site accessibility and site improvements at the Forestdale Elderly Housing Development. The budget for construction is \$5,400,000 and design fee is \$650,000

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and confirm the Executive Director publishing the RFS and await bids for a qualified designer.

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

Nays: None

C. HOMER CONTRACTING INC. – NEWLAND STREET

An invoice dated June 5, 2017 from Homer Contracting Inc. for the stairs and handrails project at the Newland Street development in the sum of \$127,561.25 was studied by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Homer Contracting in the sum of \$127,561.25 for construction at the Newland Street development to be paid from the MHA's Capital Fund.

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

Nays: None

D. THYSSENKRUPP ELEVATOR CORP ("THYSSENKRUPP") – INVOICE

The Board perused an invoice dated May 30, 2017 from Thyssenkrupp for elevator services at 630 Salem Street in the sum of \$36,907.20 for elevator equipment, supplies and design work.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Thyssenkrupp for services at 630 Salem Street in the sum of \$36,907.20 subject to satisfactory documentation of the same.

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

Nays: None

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

An invoice dated May 31, 2017 from CBI for clerk services in the sum of \$2,035 for the concrete steps and stoops project at the Newland Street development was examined by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$2,035 for clerk services at Newland Street, to be paid from MHA Capital Funds.

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

Nays: None

F. CBI – INVOICE

The Board scrutinized an invoice dated May 31, 2017 from CBI for construction design in the sum of \$7,225 for the concrete steps and stoops at the Newland Street development.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$7,225 for construction design at Newland Street, to be paid from MHA Capital Funds.

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

Nays: None

G. CBI – INVOICE

An invoice dated May 8, 2017 from CBI for close out in the sum of \$375 for the accessibility project at Newland Street development was reviewed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$375 for close out at Newland Street, to be paid from MHA Capital Funds.

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

Nays: None

H. CBI – INVOICE

The Board considered an invoice dated May 31, 2017 from CBI for engineering design work on the Clement Street High Leverage Asset Preservation Program ("HILAPP") in the sum of \$3,300 for reimbursement of work performed by PM&C LLC.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$3,300 for HILAPP and submit the same to DHCD for reimbursement.

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

Nays: None

I. MALDEN YMCA ("YMCA") INVOICES (2)

Two invoices from the YMCA dated May 5, 2017 and June 8, 2017 and in the sums of \$4,166.67 each for MHA resident family memberships and program services for the months of April and May 2017 were analyzed by the Board.

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 total sum of \$8,333.34 for April and May 2017 memberships to be paid from the COCC funds.

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Mark A. Lawhorne

Nays: None

J. YMCA – INVOICES (4)

The Board studied the following invoices for after school programs:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>
April 30, 2017	Linden	\$2,226.85
April 30, 2017	Newland Street	1,061.54
May 31, 2017	Linden	3,001.01
May 31, 2017	Newland Street	<u>1,041.96</u>
	TOTAL	<u>\$7,331.36</u>

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 \$5,227.86 for Linden and \$2,103.50 for the Newland Street for a total payment of \$7,331.36

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Mark A. Lawhorne

Nays: None

K. MALDEN POLICE DEPARTMENT – INVOICES (15)

Fifteen (15) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were examined as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
03/02/17	15291	\$ 221.41
03/28/17	15424	221.41
05/09/17	15651	1,328.46
05/15/17	15691	664.23
05/19/17	15714	664.23
05/23/17	15749	608.88
05/30/17	15786	221.41
05/30/17	15793	221.41
05/31/17	15801	55.35
05/31/17	15809	221.41
06/01/17	15827	221.41
06/06/17	15845	664.23
06/08/17	15863	221.41
06/07/17	15867	221.41

06/12/17	15882	<u>664.23</u>
	TOTAL	<u>\$6,420.89</u>

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$6,420.89 for detail patrol coverage.

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

Nays: None

L. DIANE COHEN – INVOICE

The Board scrutinized an invoice dated June 1, 2017 from Diane Cohen in the sum of \$1,200 for consulting services on Admissions and Continued Occupancy and Section 8.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$1,200 for consulting services to be paid by the COCC funds.

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

Nays: None

M. MYSTIC VALLEY ELDER SERVICES – (MVES) INVOICES (2)

Two (2) invoices from MVES for Resident Service Coordinator services were reviewed by the Board. The first for HUD assisted public housing residents dated May 17, 2017 in the amount of \$10,352.29 for April, and the second for state assisted public housing residents dated April 13, 2017 for March in the amount of \$116.74

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to MVES in the sums of \$10,352.29 for the federal AMPS served and \$116.74 paid from COCC funds for the 400-1 program.

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

Nays: None

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

The Board considered an invoice dated June 1, 2017 from SG Risk in the sum of \$998.75 for insurance consulting services.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sum of \$998.75 for insurance consulting services to be paid from COCC funds.

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

Nays: None

O. BIDDOCS ONLINE – INVOICE

An invoice dated June 12, 2017 from BidDocs Online in the sum of \$457 for bid documents for State Elderly and Suffolk Manor were analyzed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to BidDocs Online in the amount of \$457 for the State Elderly and Suffolk Manor and submit the same to DHCD for reimbursement for state expenses.

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

Nays: None

P. MANETTE DONOVAN – INVOICE

The Board studied and invoice from Manette Donovan dated June 8, 2017 in the sum of \$3,284.32 for consulting services for ACOP training.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to Manette Donovan for consulting services in the sum of \$3,284.32 and allocate between COCC funds and Capital Fund accordingly.

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

Nays: None

Q. DHCD – AWARD FISCAL YEAR 2020

A letter dated April 14, 2017 from DHCD awarding MHA the sum of \$259,721 in Formula Funding for Fiscal Year 2020 was distributed to the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and accept the award to MHA from DHCD in the sum of \$259,721

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS**A. BREAD OF LIFE ANNUAL GOLF CLASSIC**

A flyer from the Bread of Life for their 2017 Annual Bread of Life Golf Classic was perused by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a donation of \$100 from the COCC to the 2017 Bread of Life Golf Classic.

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

Nays: None

B. WARD 5 JULY 4TH CELEBRATION

The Board examined a solicitation from Ward 5 July 4th celebration for a contribution to the Fourth of July event.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a donation in the sum of \$100 to the Ward 5 July 4th celebration.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- Bread of Life – Thank you
- Triangle – Thank you

A. NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“NAHRO”) – CONFERENCE

The Board reviewed a flyer from NAHRO for the 2017 National Conference and Exhibition to be held in October in Pittsburgh, PA.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize travel and attendance at the NAHRO 2017 National Conference for appropriate staff, subject to funding.

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

Nays: None

B. LEO DAUWER AND THE HOUSING AND DEVELOPMENT LAW INSTITUTE

A flyer from Leo Dauwer regarding the 24th Annual Professional Development Conference to be held at Martha's Vineyard was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize attendance for appropriate staff and Commissioners for the Professional Development Conference with all allowable costs and expenses to be paid by MHA, subject to funding.

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

Nays: None

C. UNIFORM PHYSICAL CONDITION STANDARDS (“UPCS”) – TRAINING

The Board studied a registration form for the UPCS training in Worcester, MA on July 12, 2017.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize attendance for appropriate staff to attend the UPCS training in Worcester, MA on July 12, 2017 with all allowable costs and expenses to be paid by MHA, subject to funding.

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

Nays: None

D. MHA'S FAMILY DAY

A leaflet for MHA's Family Day scheduled for Tuesday, June 20, 2017 at 64 Wescott Street was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a contribution of up to \$250 toward the event to be paid from COCC funds.

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

Nays: None

7. OPEN DISCUSSION

None

ADJOURNMENT


After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 4:50 PM


Frank M. Molis, Secretary