

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 23, 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

COMMISSIONERS NOT IN ATTENDANCE: Francis C. Boudrow

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

### 1. APPROVAL OF MINUTES OF JUNE 9, 2020

The minutes of the meeting of June 9, 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 9, 2020 as submitted.

Ayes: Mark A. Lawhorne, George N. Bayers and 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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

### 3. FINANCIAL MATTERS

#### A. MONTHLY FINANCIAL STATEMENTS

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

No further action was necessary.

#### B. HOMER CONTRACTING INC. ("HOMER") – CHANGE ORDER

The Executive Director received approval by email poll from the Board on June 15, 2020 for Change Order No. 5 from Homer for the 630 Building Envelope project contract to include repair and repaving of the 630 Salem Street employee parking lot for an additional cost of \$11,500 representing about forty (40%) percent of the total cost of \$38,500.

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

VOTED: To confirm approval by the Board for Change Order No. 5 for the repair and repaving of the 630 Salem Street employee parking lot for an additional cost of \$11,500.

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

Nays: None

**C. MALDEN POLICE DEPARTMENT – INVOICES (4)**

The Board considered four (4) 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>
06/03/20	22380	\$ 790.95
06/08/20	22409	1,318.25
06/09/20	22427	790.95
06/12/20	22465	<u>527.30</u>
	TOTAL	<u>\$3,427.45</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 \$3,427.45 as appropriate from the AMPs served.

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

Nays: None

**D. MRI SOFTWARE (“MRI”) – CONTRACT**

The Executive Director discussed entering into a software contract with MRI allowing MHA staff to create portable document formats (“PDF’s”) and obtain electronic signatures in order to provide for administration efficiency for the sum of \$2,362 annually beginning July 1, 2020. Software as A Service (“SAAS”) also provides maintenance and support. The proposed contract provides a maximum of 1,175 packets with an additional cost of \$2 per packet above the maximum.

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 enter into a contract with MRI for SAAS software in the sum of \$2,362 for a one year term beginning July 1, 2020 and purchase additional packets, if necessary.

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

Nays: None

**E. SUMMER EMPLOYEES**

The Board considered allowing MHA to employ high school/college age young adults to work in the Malden Housing Authority administration offices or at the Newland or Linden developments for up to 18 hours a week at \$13.50/hour from June through August. It was noted that these temporary employees will not be assigned to elderly/disabled developments.

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

VOTED: To approve MHA employing school/college age young adults to work in the administration offices or at Newland or Linden maintenance shop for up to 18 hours a week at \$13.50/hour during summer recess.

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

Nays: None

**F. TELEPHONE UPGRADE – REQUEST FOR PROPOSAL (“RFP”)**

Edward Fahey, MHA's Director of Modernization and Procurement submitted a bid from Total Asset Solutions to upgrade and manage the telephone system (not inclusive of telephone service, currently through First Light, and recently changed base equipment lease) at MHA for the price of \$991.72 per month, representing a decrease in prior cost.

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 bid with Total Asset Solutions to upgrade and manage the telephone system for the monthly sum of \$991.72 as the most responsive and responsible bidder and authorize the execution of a contract the same.

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

Nays: None

**G. MHA'S HVAC – RFP**

The Executive Director noted the pending retirement of MHA's employee handling HVAC duties. The Board studied a RFP submitted by Edward Fahey, Director of Modernization and Procurement from Ambient Temperature Corporation for HVAC services at MHA for a proposal price of \$134 per hour plus a 12% markup on parts and new equipment due to MHA's HVAC staff member retiring.

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 bid with Ambient Temperature Corporation as the most responsive and responsible bidder and have the Executive Director contract HVAC services for the term of one (1) year at the hourly rate of \$134 per hour plus a 12% markup on parts and new equipment subject to MHA's option to contract for an additional four (4) years.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **MHA'S FISCAL YEAR 2021 ("FY '21) ANNUAL PLAN**

The Executive Director transmitted the U.S. Department of Housing and Urban Development ("HUD") Streamlined Annual PHA Plan and discussed the date for the PHA Plan hearing on July 28, 2020 at 9:00 AM.

No further action was necessary.

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **SUMMER HOLIDAY SCHEDULE**

The Board discussed the City of Malden's July 4<sup>th</sup> holiday schedule, as well as MHA's prior policy.

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

VOTED: To authorize and approve the City's holiday schedule for MHA's employees as follows:

Friday, July 3, 2020 – closed  
(Independence Day)

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

Nays: None

**CORRESPONDENCE AND NEWSLETTERS**

- Triangle, Inc. – Thank you letter

7. **OPEN DISCUSSION**

None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:30 PM

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Joan M. Chiasson, Acting Secretary

SEAL

**\*THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 6/23/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED**