

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 26, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow

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

1. APPROVAL OF MINUTES OF JUNE 12, 2018

The minutes of the meeting of June 12, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of June 12, 2018 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks

No further action was necessary

3. FINANCIAL MATTERS

A. CAPITAL FUND PROGRAM ("CFP") – GRANT– RESOLUTION NO. 2018-07

The Executive Director described in detail the various capital projects for the HUD's CFP Grant for 2018 in the sum of \$2,611,805, as well as the Five Year Action Plan

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

RESOLVED AND VOTED: **Resolution No. 2018-07** To accept HUD's 2018 Capital Fund Grant Program award to MHA in the amount of \$2,611,805 and to revise and update MHA's Five Year Action Plan and 2018 Annual Statement in HUD's Energy Performance Information Center ("EPIC") system, and to authorize and approve Board Members and the Executive Director to sign, acquire and submit all related

documentation to HUD, inclusive of an Original CFP Annual Contributions Contract ("CFP/ACC") Amendment "Page 2", signed by Malden Mayor Gary Christenson and attested to under seal by Malden City Clerk, Thomas E. Brennan, and all HUD required Certifications.

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

Nays: None

B. CLEMENT STREET REQUISITION NO. 4

The Board considered Requisition No. 4 dated June 22, 2018 from NELCO in the sum of \$249,785.15 for the construction renovation at Clement Street.

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

VOTED: To authorize and approve the Executive Director, as MHA's Contracting Officer, to execute all wiring authorization letters, and all other documentation required by MassHousing to process the fourth requisition for payment submitted by NELCO for construction work performed at MHA's 14-16 Clement Street HILAPP project, and to further authorize and approve Mark Lawhorne, as Board secretary, to sign all Certificates of Vote required to be submitted with the wiring authorization letters to the Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development c/o the Massachusetts Housing Finance Agency, Administrator, to fund the Clement Street development rehabilitation project, with the fourth payment to be made in the sum of \$249,758.15

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

Nays: None

C. OSGOOD PAINTING AND CONTRACTING – LOW BID APPROVAL LETTER

The Board considered a Low Bid Approval Letter dated June 18, 2018 from Regional Capital Assistance Team ("RCAT") confirming the painting and vinyl soffit repairs for State property at Rockland Avenue in the sum of \$10,796 as well at Alternate 1 with the price of \$900 for an approved total contract value of \$11,696

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

VOTED: To authorize and approve the Executive Director to execute the Owner-Contractor Agreement with Osgood Painting and Contracting in the total sum of \$11,696 for painting and vinyl soffit

repairs to State property at Rockland Avenue and submit the same to the Massachusetts Housing and Community Development ("DHCD") for reimbursement.

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

Nays: None

D. REQUEST FOR PROPOSAL ("RFP") – PARKING AREA DESIGN CONTRACT

A memo from Edward Fahey dated June 18, 2018, detailing bid proposals for parking area design and stripping work for MHA's Federal properties was analyzed by the Board follows:

GCG Associates, Inc.	\$ 28,145
Nangle Engineering	Declined
Hayner/Swanson, Inc.	Declined

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To award the bid to GCG Associates, Inc. as the most responsive and responsible bidder in the sum of \$28,145 and authorize and approve the Executive Director to contract with the Company in that amount.

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

Nays: None

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

The Board studied two (2) invoices dated June 14, 2018 from WegoWise in the amount of \$8,396 for utility reporting and tracking for the Federal developments and State properties in the sum of \$2,617

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 utility reporting and information to be paid by the AMPs and \$2,617 for the State properties to be paid from COCC funds.

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

Nays: None

F. HANDVERGER & ASSOCIATES – CHANGE ORDER

Change Order No. 1 dated June 18, 2018 for the original contract for an appraisal at Forestdale from Handverger & Associates increasing the contract price by \$1,000 for a property appraisal at Springdale in anticipation of applying for accessibility waivers was perused 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 Change Order No. 1 to MHA's contract with Handverger & Associates for property appraisals at the Forestdale and Springdale properties changing the total contract price from \$4,000 to \$5,000 and authorize the Executive Director to execute the change order and pay same from Central Office Cost Center funds ("COCC")

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

Nays: None

G. YMCA – INVOICES (2)

The Board examined two (2) invoices from the YMCA dated May 30, 2018 in the sum \$2,534.06 for Linden and dated May 31, 2018 in the sum of \$2,815.53 for the Newland Street After School Program.

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 \$1,827.93 and \$1,401.46 for the Linden and Newland Street After School Programs.

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

Nays: None

Abstain: Frank M. Molis

H. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES, both dated June 15, 2018 for the month of May 2018 in the sum of \$13,041.67 for resident service coordinators at the various developments and in the sum of \$93.54 for coverage of a Forestdale event 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 to MVES in the sums of \$13,041.67 from the Federal AMPs served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board reviewed four (4) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/06/18	18581	246.80
06/11/18	18616	246.80
06/14/18	18649	246.80
06/20/18	18681	<u>1,234.00</u>
	TOTAL	<u>\$1,974.40</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 \$1,974.40 for patrol detail coverage.

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

Nays: None

J. CREDIT CARD AUTHORITY AND USE

The Executive Director distributed a memo dated June 26, 2018 outlining the Commissioners and staff with authority to use a MHA credit card and the credit limits attached to each card recommending increases for individual uses with Yolanda Waldman of the Section 8 department being added as an authorized user. Various changes to MHA's Procurement Policy pertaining to credit card use were also reviewed.

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 changes to credit limits and to add Yolanda Waldman as an authorized credit card user as outlined in the memo dated June 26, 2018. Further, to approve the changes to MHA's Procurement Policy pertaining to credit and store card use as outlined.

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

Nays: None

K. BEDBUG INFESTATION PROTOCOL

The Board discussed a Notice dated June 14, 2018 from Paul Wiswall, MHA Pest control and sent to all MHA residents regarding protocol for bed bugs.

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 MHA to pay for outside laundry services for bed bug infested households, subject to household income eligibility limits.

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

Nays: None

L. GLOBAL BED BUG SUMMIT 2018

A flyer from Bed Bug Central, in partnership with New England Affordable Housing Association and National Association of Housing and Redevelopment Officials ("NAHRO") for its Global Bed Bug Summit in Denver, CO from November 27 – November 29, 2018 was considered 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 and authorize appropriate staff to attend the Global Bed Bug Summit 2018 in Denver, CO from November 27 – November 29, 2018 at MHA cost for all eligible expenses.

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

Nays: None

M. NATIONAL GRID – ENERGY EFFICIENCY SUMMIT

The Board analyzed a flyer from National Grid’s 2018 Energy Efficiency Summit. The summit will be held on Thursday, October 25, 2018 at Gillette Stadium, Foxboro MA.

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 appropriate MHA staff to travel, hotel and attendance to the National Grid Energy Efficiency Summit at MHA cost for all eligible expenses to be paid by the COCC.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

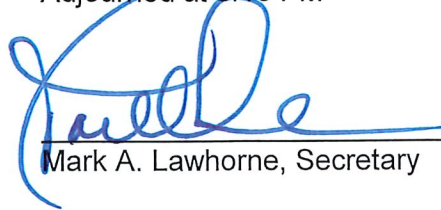
After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:10 PM



Mark A. Lawhorne, Secretary