

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 9, 2020 at 5:00 PM through teleconference due to COVID-19.

COMMISSIONERS ATTENDING TELECONFERENCE: Mark A. Lawhorne, Chairperson, George N. Bayers and Joan M. Chiasson

COMMISSIONERS NOT IN ATTENDANCE: Francis C. Boudrow and Frank M. Molis

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

1. APPROVAL OF MINUTES OF MAY 26, 2020

The minutes of the meeting of May 26, 2020 were scrutinized to 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 the minutes of May 26, 2020 as submitted.

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

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. SUFFOLK MANOR WALL REPAIR – BID PROPOSAL

The Executive Director received approval by email poll to the Board on June 8, 2020 for a single bid for masonry repairs related to a car accident as Suffolk Manor. The bid was submitted by Bellrock Construction LLC in the sum of \$9,170.

It was noted that MHA's insurance will cover 84% of the cost to repair the wall and MHA continues to negotiate with MAPFRE Insurance through SG Risk Management Consulting ("SG RISK") for the balance of the loss.

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

VOTED: To confirm the Board's previous electronic approval and authorize the Executive Director to accept the bid from Bellrock Construction

LLC as the most responsive and responsible bidder and to execute a contract.

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

Nays: None

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

The Board scrutinized an invoice dated May 27, 2020 from CBI relating to the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project in the sum of \$2,620 which rehabilitation is new completed.

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 CBI in the sum of \$2,620 and submit the same to Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

C. CBI – INVOICE

An invoice dated May 27, 2020 from CBI for second floor deck structural repairs at 120 Mountain Avenue in the sum of \$3,430 was reviewed 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 CBI in the sum of \$3,430 to be paid from Capital Funds.

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

Nays: None

D. MRI SOFTWARE, LLC – INVOICE

The Board considered an invoice dated May 30, 2020 from MRI Software, LLC in the sum of \$640 which allows for MHA's staff to contact resident and participant families by phone or electronically to inform them of an emergency or other important notifications.

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 MRI Software, LLC in the sum of \$640 for its Call Max Service system and allocate payment to public housing, Section 8 and the Central Office Cost Center ("COCC") funds.

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

Nays: None

E. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION ("GIC") – INVOICES (3)

Three (3) invoices dated May 14, 2020 for the period April 1, 2020 through June 30, 2020 from GIC for health insurance premiums were analyzed by the Board as follows:

Retirees	\$ 47,413.42
Employees	208,422.41
Survivors	<u>3,037.50</u>
	<u>\$258,873.33</u>

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 GIC for health insurance premiums in the total sum of \$258,873.33 for the period April 1, 2020 through June 30, 2020

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

Nays: None

F. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICE

The Board perused an invoice dated June 3, 2020 from MVES for the month of April 2020 in the sum of \$14,349.21 for resident service coordinators at various Federal developments.

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 MVES in the sum of \$14,349.21 and allocated to the Federal AMP's served.

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

Nays: None

G. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

An invoice dated June 1, 2020 from SG Risk in the sum of \$106.25 for risk management and insurance consulting services was examined 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 SG Risk in the sum of \$106.25 for consulting services with payment allocated against AMP's served and/or the COCC.

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

Nays: None

H. DIANE COHEN (“COHEN”) – INVOICE

The Board reviewed an invoice dated June 1, 2020 in the sum of \$550 from Diane Cohen for consulting services on the Section 8 Administrative Plan and Admissions and Continued Occupancy Plans (“ACOP”).

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 \$550 for consulting services on ACOP and Section 8.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (5)

Five (5) 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>
05/18/20	22265	\$1,318.25
05/19/20	22293	263.65
05/22/20	22308	1,054.60
05/26/20	22328	263.25
06/01/20	22354	<u>1,318.25</u>
	TOTAL	<u>\$4,218.40</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 \$4,218.40 as appropriate from the AMPs served.

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

Nays: None

4. POLICIES AND CONTRACTS

A. ANNUAL DHCD PLAN – MHA POLICIES

The following State policies, all required to be included in MHA's Annual Plan submission to DHCD, were reviewed:

- Capitalization Policy
- State Rental Collection Policy
- State Grievance Policy
- State Private Conference Policy
- Procurement Policy
- Personnel Policy

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 adopt the above-listed State policies to be included in the Annual DHCD Plan.

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

Nays: None

B. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) - WAIVERS

Due to the potential postponement of public hearings caused by limitations on large public gatherings, HUD is waiving certain requirements and providing alternative deadlines. Specifically, HUD is establishing an alternative requirement under which MHA must submit their 5-Year and Annual Plans or civil rights certification no later than December 31, 2020.

MHA ADOPTED HUD PROGRAMMATIC WAIVERS PIH NOTICE 2020-05

Item	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan	YES - BOTH	4/10/2020
PH and HCV-2 Family income and composition – delayed annual reexaminations	YES FOR MHA's SECTION 8 PROGRAM ONLY	4/10/2020
PH and HCV-3 Annual reexamination Income Verification	YES FOR MHA's SECTION 8 PROGRAM ONLY	4/10/2020
PH and HCV-4 Interim reexaminations	YES FOR MHA's SECTION 8 PROGRAM ONLY	4/10/2020
PH and HCV-6 FSS Contract of Participation	YES - BOTH	4/10/2020
HQS-1 Initial inspection	YES	4/10/2020
HQS-3 Non-Life Threatening HQS - Initial Unit Approval	YES	4/10/2020
HQS-4 Initial HQS - Alternative Inspections	YES	4/10/2020
HQS-5 Biennial Inspections	YES	4/10/2020
HQS-6 Interim Inspections	YES	4/10/2020
HQS-7 PBV Turnover Inspections	YES	4/10/2020

HQS-9 HQS QC Inspections	YES	4/10/2020
HQS – 10 HQS Space and Security	YES	4/10/2020
HCV-1 Administrative Plan	YES	4/10/2020
HCV-2 PHA Oral Briefing	YES	4/10/2020
HCV-3 Term of Voucher – Extensions of Term	YES	4/10/2020
HCV-4 PHA Approval of Assisted Tenancy	YES	4/10/2020
HCV-8 Utility Allowance Schedule	YES	4/10/2020
PH-1 Fiscal closeout of Capital Grant Funds	YES	4/10/2020
PH-4 ACOP	YES	4/10/2020
PH-5 CSSR	YES	4/10/2020
PH-6 Energy Audits	YES	4/10/2020
PH-8 Resident Council Elections	YES	4/10/2020
11a PHAS	YES	4/10/2020

11b SEMAP	YES	4/10/2020
11c Financial reporting	YES	4/10/2020
12c Deadline for reporting Operating and Capital Fund expenditures	YES	4/10/2020

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 the Executive Director to adopt the various public housing and Section 8 programmatic waivers, included in HUD Notice PIH 2020-05, with implementation to be as of the date of said Notice, April 10, 2020, and to maintain a checklist of approved waivers to satisfy future HUD auditing requirements.

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

Nays: None

5. CHARITABLE REQUESTS

A. MALDEN ROTARY COVID THANK YOU FUNDRAISER

A solicitation from the Malden Rotary for a donation to lawn signs thanking first responders during the height of the COVID-19 outbreak was considered 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 and authorize the Executive Director to purchase 16 lawn signs at \$25 each thanking first responders for a total contribution of \$400

Ayes: George N. Bayers and Joan M. Chiasson

Abstain: Mark A. Lawhorne

Nays: None

B. GOLDEN TORNADO CLUB DONATION

The Board examined a letter dated May 20, 2020 from the Golden Tornado Club offering to return MHA's \$200 donation made for the Bowling Tournament that was cancelled due to COVID-19.

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 the Executive Director to instruct the Golden Tornado Club to retain the \$200 donation ensuring that it will be used as part of the 2020 Golden Tornado Scholarship Fund.

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

Nays: None

C. BREAD OF LIFE 2020 GOLF TOURNAMENT – CANCELLATION

A letter from the Bread of Life dated June 1, 2020 notifying past contributors that it's 2020 Golf Tournament would not take place until next year due to COVID-19. MHA has donated \$200 in the past for this particular fundraiser.

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 a donation to the Bread of Life in the sum of \$100.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:55 PM

Frances C. Boudrow, 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**