

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 10, 2020 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Acting Chairperson, Joan M. Chiasson and Frank M. Molis

COMMISSIONERS ABSENT: Mark A. Lawhorne and George N. Bayers

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

**1. APPROVAL OF MINUTES OF FEBRUARY 25, 2020**

The minutes of the meeting of February 25, 2020 were presented to the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of February 25, 2020 as submitted.

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

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 Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MARCUM ACCOUNTANTS – ENGAGEMENT LETTERS**

The Executive Director polled the Board by email on February 27, 2020 requesting approval to sign three (3) Marcum Accountants Engagement Letters (all dated February 26, 2020) in order to begin MHA's FY 2019 Federal and State audits.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To confirm the Board's previous electronic approval and authorization for the Executive Director to execute three (3) Engagement Letters with Marcum.

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

Nays: None

**B. MHA FY 2020 ANNUAL AND 5 YEAR CAPITAL FUND GRANT AWARD – RESOLUTION NO. 2020-01**

The Board was polled by the Executive Director by email on March 2, 2020 and presented the proposed final version of the FY 2020 Capital Fund Grant Program Award in the amount of \$2,945,375, and Five-Year Capital Action Plan together with a signed certification from Mayor Christenson for review. After discussion, the Executive Director requested that the Board approve a Resolution, as required by HUD, authorizing the Board Chairperson and the Executive Director to sign and submit the Plan together with all required documentation and certifications.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

**RESOLVED AND VOTED:** Resolution No. 2020-01 to confirm the acceptance of HUD's 2020 Capital Fund Grant Program Award in the amount of \$2,945,375, to also confirm the approval of MHA's 2020 Capital Fund Grant Annual Statement and 2020-2024 Five Year Capital Action Plan, and to confirm the authorization and approval for Board Members and the Executive Director to sign and submit same to HUD, together with all requisite Attachments and Certifications signed by all duly authorized and designated MHA and City of Malden officials.

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

Nays: None

**C. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – OPERATING SUBSIDY AGREEMENT**

The Executive Director presented to the Board the Operating Subsidy Agreement renewal memorandum (Public Notice 2020-07) dated March 3, 2020 from DHCD for the period of July 1, 2020 through June 30, 2025.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by, Frank M. Molis, it was unanimously

VOTED: To approve the five (5) year Operating Subsidy Agreement from DHCD and authorize the Executive Director to execute all necessary documentation and submit same to DHCD.

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

Nays: None

**D. CBI CONSULTING INC. ("CBI") – INVOICES (5)**

Five (5) invoices from CBI for engineering services were reviewed by the Board as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
01/29/20	Clement Street	\$4,759.62	Sub-Consultant Fees
02/24/20	Clement Street	1,248.00	Final Installment – Completion
02/24/20	Forestdale	23,400.00	Construction Documents
02/24/20	Newland & Coleman	16,515.00	Conditions Survey – Roofs
02/24/20	557 Pleasant Street	<u>6,876.50</u>	Conditions Survey – Survey
		\$52,799.12	TOTAL

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to CBI in the total sum of \$52,799.12 for engineering services for the above referenced Federal and State developments with payment on the Federal projects being made from the CFP and to submit the Clement and Forestdale invoices to DHCD for processing.

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

Nays: None

**E. UNITED ELEVATOR – INVOICE**

An invoice dated February 28, 2020 from United Elevator in the sum of \$287,574.50 for the rebuilding and rehabilitation of elevators at 557 Pleasant Street was considered by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to United Elevator in the sum of \$287,574.50 for rehabilitation of the elevators at 557 Pleasant Street with payment being made from the Capital Fund Program.

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

Nays: None

**F. PROJECT DOG, INC. – INVOICES (2)**

The Board analyzed two (2) invoices both dated February 26, 2020 from Project Dog, Inc. in the sum of \$795 each for electronic bid documents for roofing replacement at multiple MHA sites and roofing replacement at 557 Pleasant Street.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to Project Dog, Inc. for electronic-bids for roofing replacement at multiple MHA sites in the sum of \$795 and for electronic-bids for roofing replacement at 557 Pleasant Street in the sum of \$795 with each invoice to be paid from the capital fund.

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

Nays: None

**G. TRIANGLE, INC. - INVOICE**

An invoice dated February 14, 2020 from Triangle, Inc. in the sum of \$5,234.75 for cleaning and maintenance services for the month of January 2020 at Pearl, Salem Street and Mountain Avenue was studied by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to Triangle, Inc. in the sum of \$5,234.75 for the provision of custodial services with payment allocated against the AMPs served.

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

Nays: None

**H. MASSACHUSETTS – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“MASSNAHRO”) – INVOICE**

The Board perused an invoice dated February 18, 2020 from MASSNAHRO in the amount of \$168,219 for Workers' Compensation Insurance for one year beginning March 27, 2020.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to MASSNAHRO Insurance Group in the amount of \$168,219 for Workers' Compensation Insurance for one year beginning March 27, 2020.

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

Nays: None

**I. YMCA – INVOICES (3)**

Three (3) invoices from the YMCA were presented to the Board as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
03//03/20	Resident Family Memberships	\$4,166.67
01/31/20	Newland Street After School Program	1,264.12
03/31/19	Linden Street Program	<u>3,015.54</u>
	TOTAL	<u>\$8,446.33</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$8,446.33 for the invoices detailed above with the Resident Family Membership invoice paid by the COCC and the other invoices paid by AMP 1.

Ayes: Francis C. Boudrow and Joan M. Chiasson

Nays: None

Abstain: Frank M. Molis

**J. DIANE COHEN (“COHEN”) – INVOICES (2)**

The Board examined two (2) invoices from Diane Cohen for consulting services dated January 1, 2020 in the sum of \$550 for HUD Guidebook and Admissions and Continued Occupancy Plan (“ACOP”) review and invoice dated March 1, 2020 in the sum of \$300 for Administrative Plan revisions.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the total sum of \$850 for consulting services to be paid from public housing (ACOP) and section 8 (Admin Plan) funds.

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

Nays: None

**K. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICES (2)**

Two (2) invoices dated February 3, 2020 in the sum of \$1,508.75 and dated March 3, 2020 in the sum of \$1,083.75 from SG Risk for risk management and insurance consulting services were scrutinized by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the total sum of \$2,592.50 from the COCC for consulting services.  
Ayes: Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis

Nays: None

**L. JAMES M. HENNESSEY– INVOICES (4)**

The Board reviewed four (4) invoices from James M. Hennessey as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
03/04/20	Federal/Elderly/Disabled Grievance Hearing	\$240.00
03/04/20	Section 8 Applicant Informal Review	660.00
03/04/20	State Inspections and Section 8 Quality Control	1,012.50
03/04/20	State Inspections and Section 8 Quality Control	<u>1,080.00</u>
	TOTAL	<u>\$2,992.50</u>

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the four (4) invoices from James M. Hennessey in the total amount of \$2,992.50 with Section 8 HQS quality control inspections and the Informal Review paid by Section 8 and the Grievance Hearing paid by public housing.

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

Nays: None

**M. MALDEN POLICE DEPARTMENT – INVOICES (7)**

Seven (7) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were considered by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/24/20	21729	\$1,054.60
02/25/20	21738	263.65
02/25/20	21745	263.65
02/26/20	21761	527.30
02/28/20	21779	527.30
03/06/20	21808	1,581.90
03/09/20	21826	<u>790.95</u>
	TOTAL	<u>\$5,009.35</u>

After due discussion and upon motion duly made by Frank M. Molis 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 \$5,009.35 as appropriate from the AMPs served.

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

Nays: None

**N. CBI AGREEMENT FOR CONSULTING SERVICES**

The Board reviewed an Agreement for Consulting Services dated March 10, 2020 from CBI for plans and specifications for structural repairs to the second floor of 120 Mountain Avenue in the sum of \$35,500

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize the Executive Director to contract with CBI for plans and specifications for structural repairs to the second floor of 120 Mountain Avenue in the sum of \$35,500

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

Nays: None

**O. TERMINAL EXCHANGE SYSTEMS – PROPOSAL**

An undated proposal from Terminal Exchange Systems for a wireless bridge connecting between the maintenance office and business office at Forestdale and Linden, including parts and installation in the sum of \$3,739.30 for a connection was considered by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize the Executive Director to contract with Terminal Exchange Systems for a wireless bridge in the sum of \$3,739.30 at Forestdale to be paid by the 400-1 program or the COCC, and Linden to be paid by AMP 1.

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

Nays: None

**P. OIL PURCHASE**

Edward Fahey informed the Board that oil prices have declined and MHA will be considering entering into a contract for heating oil at the scattered sites.

For information only.

**4. POLICIES AND CONTRACTS**

None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:30 PM

  
Francis C. Boudrow, Secretary

SEAL

\*THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 3/24/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED