

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Friday March 16, 2018 at 8:15 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow

MHA STAFF: Stephen G. Finn, Edward Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF FEBRUARY 27, 2018

The minutes of the meeting of February 27, 2018 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 February 27, 2018 as submitted.

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

Nays: None

2. The bills and checks 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 approve the signing of the bills and checks as submitted.

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

Nays: None

3. FINANCIAL MATTERS

A. ARBOR TREE SERVICE—INVOICE (2)

The Board reviewed two invoices for emergency tree service due to winter storm damage submitted by Arbor Tree Service at MHA's Forestdale State Development, one dated March 4, 2018 in the amount of \$7000 and the other dated March 9, 2018 in the amount of \$4800.

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

VOTED: To approve payment of the invoices from Arbor Tree

Service in amounts of \$7000 and \$4800 for emergency tree service, including cutting tree limbs, branches and clean up, to be paid by the COCC

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

Nays: None

B. CBI CONSULTING, LLC—INVOICES (2)

The Board reviewed two invoices from CBI Consulting, LLC, one for the MHA's Clement Street HILAPP Invoice #27802 in the amount of \$3,900, and the other for MHA's Forestdale Modphase project, invoice # 27835 in the amount of \$30,550. Both invoices will be sent to DHCD for processing.

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 invoices from CBI consulting for payment in the amounts of \$30,550 from Modphase and \$3900, each to be sent to DHCD for processing.

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

Nays: None

C. EPC SOLUTIONS, LLC--INVOICE

An invoice dated March 1, 2018 in the amount of \$2,315.48 from EPC Solutions, LLC for services was presented to the board for review and approval.

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 of the invoice from EPC Solutions, LLC in the amount of \$2,315.48, to be paid from the COCC.

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

Nays: None

D. RUSSO BARR ASSOCIATES, INC.--INVOICE

The Board reviewed an invoice dated February 28, 2018 in the amount of \$3,985 for designer services for the roof replacement, gutter and downspout project at 667-1, Forestdale Development.

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 of the invoice from Russo Bar Associates for design work at Forestdale 667-1 in the amount of \$3,985, to be processed by DHCD.

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

Nays: None

E. JAMES M. HENNESSEY-INVOICES (7)

The Board reviewed 7 invoices from James M. Hennessey:

DATE	Number	Amount	Type
3/6/18	1	\$2362.50	Inspection
3/6/18	2	1,875.00	Inspection
3/6/18	3	825.00	Inspection
3/6/18	4	1,125.00	Inspection
3/6/18	2	900.00	Hearing Officer
3/6/18	3	850.00	Hearing Officer
3/6/18	4	175.00	Hearing Officer
	TOTAL	\$8,112.50	

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 of the seven invoices totaling \$8,112.50, \$6,187.50 for Section 8 Quality Control Inspection Services to be paid by Section 8, and \$1,925.00 for Hearing Officer Services, to be paid by the COCC.

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

Nays: None

F. DIANE COHEN -INVOICE

The Board was presented an invoice from Diane Cohen for services related to section 8, occupancy and hearing officer.

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

VOTED: To approve payment of the invoice from Diane Cohen in the amount of \$1600 for the provision of section 8 and occupancy related services, to be paid by the COCC.

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

Nays: None

G. SG RISK MANAGEMENT CONSULTING—INVOICE

The Board was presented an invoice in the amount of \$1,147.50 dated 3/2/2018 for consulting services from SG Risk Management Consulting.

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 SG Risk Management Consulting in the amount of \$1,147.50 from the COCC for insurance related services.

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

Nays: None

H. YMCA—INVOICE

The Board reviewed an invoice from the YMCA for MHA's Federal Public Housing Membership program dated March 8, 2018 in the amount of \$4,166.67.

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

VOTED: To approve payment of the YMCA's invoice in the amount of \$4,166.67 to be paid by the COCC for the provision of family memberships.

Ayes: Joan M. Chiasson and George N. Bayers

Nays: None

ASTAIN: Frank M. Molis and Mark A. Lawhorne

I. MALDEN POLICE DEPARTMENT—INVOICES (6)

The Board reviewed 6 invoices from the Malden Police Department for Detail work at various MHA developments, in the following amounts:

DATE:	INVOICE#	AMOUNT:
2/28/18	17870	\$246.80
3/2/18	17887	493.60
3/5/18	17902	246.80
3/6/18	17917	493.59
3/07/18	17932	246.80
3/14/18	17947	<u>987.20</u>
	TOTAL	\$2,221.20

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

VOTED: To approve payment of the six Malden Police Department invoices in the amount of \$2,221.20.

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

Nays: None

J. DHCD BUDGET SUBMISSION-RESOLUTION NO. 2018 – 01,02 AND 03

The Executive Director discussed the previous Board Vote approving the MHA's FY 2018 Budget and explained the need to submit the same to the Massachusetts Department of Housing and community Development ("DHCD").

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

VOTED: **Resolution No. 2018-01** That the proposed operating budget for the MHA's State-Aided Housing Program Number **400-1** for the Fiscal year ending September 30, 2018 showing a total revenue of \$807,158 and expense of \$786,068 thereby requesting a subsidy of \$215,378 be submitted to DHCD for it review and approval by motion of George N. Bayers and seconded by Frank M. Molis, the motion which, upon roll call was passed by a four to nothing.

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

Nays: None.

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

VOTED: **Resolution No. 2018-02** That the proposed operating budget for the MHA's State-Aided Housing Program Number **400-9** for Fiscal Year ending September 30, 2018 showing a total revenue of \$46,210 and total expenses of \$30,166 thereby requesting a subsidy of \$16,000 be submitted to DHCD for its review and approval by motion of Frank M. Molis and seconded by George N. Bayers, the motion which, upon roll call, was passed by a vote of four to nothing.

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

Nays: None.

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

VOTED: **Resolution No. 2018-03** That the proposed operating budget for the MHA's State-Aided Housing Program - **MRVP** for Fiscal Year ending September 30, 2018 showing a total revenue of \$130,600 and total expenses of \$129,763 thereby requesting a subsidy of \$130,600 be submitted to DHCD for its review and approval by motion of George N. Bayers and seconded by Mark A. Lawhorne, the motion which, upon roll call, was passed by a vote of four to nothing.

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

Nays: None.

K. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AMENDMENT NO. 11- CAPITAL WORK PLAN 5001 AND MODPHASE – RESOLUTION 2018-14

The Executive Director read a letter from DHCD seeking approval and authorization for MHA to revise DHCD Contract for Capital Improvement Work Plan No. 5001 Project No. 165047 MODPHASE Award, increasing funding from \$5,589,14.45 to \$11,614,644.45 a net increase of \$6,025,500.00.

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

RESOLVED AND VOTED: Resolution No. 2018-04 To Authorize and approve the Board Chairperson and the Executive Director to execute the revised Capital Improvement Housing Program contract documentation with and submit same to DHCD, with this Resolution shall take effect immediately.

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

Nays: None

4. POLICIES AND CONTRACTS

None.

5. REVIEW OF CHARITABLE REQUESTS

A. MALDEN HIGH SCHOOL ALUMNI ASSOCIATION

The Board examined a letter dated March 2, 2017 from the Malden High School Alumni Association for the third annual Hall of Fame banquet at Anthony's Restaurant.

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 contribution of \$100 from the COCC to the Malden High School Alumni Association's program book.

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

Nays: None

6. REVIEW OF CORRESPONDENCE AND NEWSLETTERS

A. MASS/NAHRO 2018 ANNUAL CONFERENCE

The Board discussed the upcoming MassNAHRO 2018 Annual Conference at Sea Crest Hotel May 20, 2018.

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

VOTED: To approve and authorize appropriate staff and Commissioners registration and attendance at the

MassNAHRO Annual Conference at MHA expense, and for MHA to purchase a \$125 program book full-page ad supporting the event to be paid by the COCC.

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

Nays: None

B. NERC/NAHRO 208 ANNUAL CONFERENCE

The Board discussed the upcoming NERCNAHRO 2018 Annual Conference at Samoset Resort in Samoset in Maine.

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 appropriate staff and Commissioner attendance at the NERCNAHRO Annual Conference at MHA expense, and for MHA to purchase a half page ad for \$100 in the program book ad supporting the event to be paid by the COCC.

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

Nays: None

C. MASS NAHRO 2018 LEGISLATIVE DAY

The Board reviewed the presentation for the 2018 Legislative Information Day at the State House in Boston from the Mass Nahro Organization.

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 and Commissioners to attend the Mass Nahro Legislative Day in Boston and approve the transportation and a stipend for the driver.

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

Nays: None

7. OPEN DISCUSSION

None

ADJOURNMENT

March 16, 2018

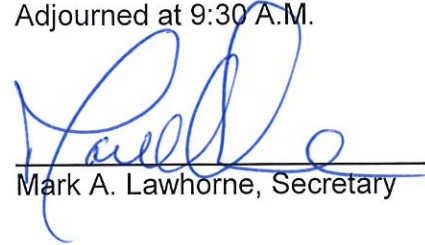
After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:30 A.M.



Mark A. Lawhorne, Secretary