

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 24, 2020 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts and through teleconference due to COVID-19.

COMMISSIONERS PRESENT: George N. Bayers

MHA STAFF PRESENT: Stephen G. Finn and Edward Fahey

COMMISSIONERS ON TELECONFERENCE: Mark A. Lawhorne, Chairperson, Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis

MHA STAFF ON TELECONFERENCE: Thomas P. Callaghan, Jr.

1. APPROVAL OF MINUTES OF MARCH 10, 2020

The minutes of the meeting of March 10, 2020 were unavailable.

No further action was necessary.

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. DEVANEY ENERGY – OIL CONTRACT

The Executive Director polled the Board by email on March 12, 2020 with a recommendation from the Modernization & Procurement Director to lock in pricing for oil at \$2.19 per gallon from October 1, 2020 to April 30, 2021 for MHA's scattered site properties with Devaney Energy and authorize the Executive Director to contract for that amount. It was noted the price is about \$0.20 per gallon less than last year's price.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To confirm the contract with Devaney Energy as the most responsive and responsible bidder for its bid in the amount of \$2.19 per gallon for oil during the 2020-2021 heating season and to authorize and approve the Executive Director to execute a contract.

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

Nays: None

B. 557 PLEASANT STREET ELEVATORS – CHANGE ORDER

The Board was polled by the Executive Director by email on March 13, 2020. MHA recently discovered the contract with United Elevator Company, Inc. (“United Elevator”) for upgrades to the four (4) elevators at 557 Pleasant Street did not include pricing for the interior (new ceilings, walls and floors) elevator cabs in the sum of \$71,500. The Executive Director requested approval of the change order from United Elevator increasing the total contract to \$845,500.

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

VOTED: To confirm the approval of the change order with United Elevator for interior elevator cab rehabilitation at 557 Pleasant Street for the sum of \$71,500 from United Elevator.

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

Nays: None

C. NELCO WORLDWIDE (“NELCO”) – CERTIFICATE OF SUBSTANTIAL COMPLETION

The Executive Director received poll authorization and approval from the Board on March 17, 2020 by electronic mail to pay an Application and Certificate for Payment (Requisition No. 23) from NELCO dated March 16, 2020 in the sum of \$69,473.76 for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project, as well as to sign and submit to DHCD a Certificate of Substantial Completion.

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 approval to authorize the Executive Director to execute the Certificate of Substantial Completion from NELCO and submit same to DHCD for processing and to pay NELCO Requisition No. 23 the sum of \$69,473.76

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

Nays: None

D. CBI CONSULTING, LLC (“CBI”) – CHANGE ORDER

The Board scrutinized a change order dated March 11, 2020 from CBI for hazardous building materials consulting fees for the Newland Street roof replacement project in the sum of \$3,000

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 the Executive Director to accept the change order from CBI for hazardous building materials consulting fees for the Newland Street roof replacement project in the sum of \$3,000

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

Nays: None

E. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICE

An invoice from GIC dated March 6, 2020 for MHA’s share of administrative expense for the operations of GIC in accordance with MGL c. 32A Section 9 in the sum of \$5,578 for FY 2019 was reviewed by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment in the sum of \$5,578 to GIC for MHA’s share of administrative expenses for FY 2019.

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

Nays: None

F. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board considered two (2) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and Suffolk Manor as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
03/11/20	21847	\$ 263.65
03/16/20	21887	<u>790.95</u>
	TOTAL	<u>\$1,054.60</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 \$1,054.60 as listed above from the AMPs served.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES “MVES”- INVOICES (2)

Two (2) invoices from MVES, both dated March 19, 2020 for the month of February 2020 in the sum of \$13,301.66 for Resident Service Coordinators at the various Federal Developments and in the sum of \$89.07 for services at MHA’s Forestdale Development were analyzed 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 MVES in the sums of \$13,301.66 from the federal AMPs served and \$89.07 from Central Office Cost Center (“COCC”) funds.

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

Nays: None

H. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director presented the U.S. Housing and Urban Developments (“HUD”) Revised Fair Market Rents (“FMR’s”) for the Worcester Metro Area by bedroom size for FY 2020 and, after review and analysis, the Executive Director recommended the Board set MHA’s Section 8 program Payment Standards by bedroom size by bedroom size for the Worcester HUD Metro Area at 100% of HUD’s FY 2020 published FMR’s by bedroom size, to be implemented May 1, 2020, as follows:

<u>Bedroom Size</u>	<u>FY 2020</u>	
Efficiency	\$1,013	
One Bedroom	1,100	
Two Bedroom	1,398	
Three Bedroom	1,742	
Four Bedroom	1,894	

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

VOTED: To approve and adopt HUD’s Revised FMR’s for the Worcester metro area at 100% by bedroom size for MHA’s Section 8 program payment standards to be implemented May 1, 2020 for both programs.

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

Nays: None

I. MASSACHUSETTS DEPARTMENT OF LABOR – WAGE RATES

The Executive Director shared with the Board the Massachusetts Department of Labor new maintenance positions wage rate for the period April 1, 2020 through March 30, 2021.

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 adopt the revised Massachusetts Department of Labor Standards rates for the maintenance department from April 1, 2020 through March 30, 2021 and to adjust the designated wage rate any MHA maintenance position that does not equal or exceed the new published rate.

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

Nays: None

J. TOTAL ASSET – INVOICE

The Board perused an invoice dated March 11, 2020 from Total Asset in the sum of \$898 for replacement costs related to the recent loss of MHA's telephone system, including cards and cable.

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

VOTED: To approve and authorize payment to Total Asset in the sum of \$898 for telephone system repair.

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

Nays: None

K. 557 PLEASANT STREET – EXTERIOR INSTALLATION AND RELATED MASONRY WORK

The Board examined a memo from Ed Fahey, Modernization and Procurement Director dated March 23, 2020 recommending Chapman Waterproofing Company as the sole bidder for exterior insulation and finish systems ("EFIS") for the exterior of 557 Pleasant Street for the sum of \$225,352. In a letter dated March 23, 2020, CBI recommended the award.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

VOTED: To award the bid to Chapman Waterproofing Company in the sum of \$225,352 as the most responsive and responsible bidder for the exterior repairs at 557 Pleasant Street and to allow the Executive Director to sign a contract with the Company in that amount.

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

Nays: None

L. MASSACHUSETTS GIC – INVOICE

An invoice from Massachusetts GIC in the sum of \$62.37 for an incorrect payment made by MHA was studied 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 payment to Massachusetts GIC in the sum of \$62.37

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

Nays: None

M. KP LAW, P.C. – INVOICE

The Board scrutinized an invoice dated March 16, 2020 from KP Law, P.C. in the sum of \$792 for legal services relating to breach of tax information.

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 KP Law, P.C. for legal services in the sum of \$792 to be paid from Section 8 Adin Fee funds.

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

Nays: None

N. ASSISTANCE CONNECT – MRI SOFTWARE, LLC

The Executive Director explained Assistance Connect software for placement of encrypted Owner/Landlord 1099's into Assistance Connect for direct access by Owners/Landlords. It was noted that Assistance Connect would be replacing the current software being used. The one-time cost for set-up will be \$800 and the first year of utilization would cost \$1,737 with MHA receiving a credit from HAB's PAL software in the sum of \$543 for cancellation.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize the Executive Director to contract with MRI to acquire and utilize the Assistance-Connect Owner module for the sum of \$2,537.

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

Nays: None

4. **POLICIES AND CONTRACTS**

None

5. **CHARITABLE REQUESTS**

A. **MALDEN BABE RUTH LEAGUE**

A solicitation from the Malden Babe Ruth League to sponsor a team in the sum of \$500 was considered by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize a donation in the sum of \$500 from the COCC to the Malden Babe Ruth League.

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

Nays: None

B. **MALDEN TORNADOS**

A request for a donation to the Malden Tornados was reviewed by the Board for the Changing Lanes Bowling Tournament.

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

VOTED: To sponsor a bowling team to be formed from the Employees of MHA in the amount of \$200 to be paid by the COCC.

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

Nays: None

C. **630 SALEM SEWING CLUB**

A group of 630 Salem Street residents have been making hospital masks for local hospitals, medical staff and first responders and are in need of donations of materials and supplies to assist in their efforts to continue.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

VOTED: To purchase supplies and materials not to exceed \$200 and donate the same to the group of residents at 630 Salem Street to aid in making personal protective masks for local hospitals and first responders in the local area to be paid by COCC funds.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

- COVID-19 Notices
- Malden Board of Health Order

7. **OPEN DISCUSSION**

The Executive Director explained that Terminal Exchange has enabled MHA staff to work remotely from their homes.

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:40 PM


Francis C. Boudrow, Secretary

SEAL

***THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 4/14/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED**