

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 26, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Mark A. Lawhorne, Acting Chairperson, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

COMMISSIONERS ABSENT: Frank M. Molis

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

1. APPROVAL OF MINUTES OF MARCH 12, 2019

The minutes of the meeting of March 12, 2019 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve the minutes of March 12, 2019.

Ayes: Mark A. Lawhorne, George N. Bayers, Francis C. Boudrow 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. NELCO WORLDWIDE ("NELCO") – CHANGE ORDER NO. 4

The Executive Director polled the Board via email on March 15, 2019 requesting authorization to allow Nelco to invoice MHA in the sum of \$43,772.79 for completed work to date, under prior change order No. 4 for roofing and dormer repair/replacement

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 email poll approval vote for Change Order No.4 and authorize the Executive Director to execute the same in the sum of \$43,772.79 and authorize payment of the same.

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

Nays: None

B. ALLEN & MAJOR – INVOICE

An invoice dated March 13, 2019 in the sum of \$765 from Allen & Major for construction administration for the Springdale incinerator demolition was scrutinized 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 Allen & Major for construction administration in the sum of \$765 and submit same to Massachusetts Department of Housing and Community Development (“DHCD”) for processing.

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

Nays: None

C. E5 BUILDERS, LLC – CERTIFICATE OF SUBSTANTIAL COMPLETION

The Board reviewed a Certificate of Substantial Completion dated February 27, 2019 from E5 Builders, LLC for the Springdale incinerator demolition at Springdale.

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 authorize the Executive Director to execute the Certificate of Substantial Completion and submit the same to DHCD and the contractor.

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

Nays: None

D. HOUSING AUTHORITY INSURANCE GROUP (“HAI GROUP”) – INVOICE

An undated invoice from HAI Group for auto liability for the new Bobcat Skidsteer was considered by the Board in the sum of \$657 for insurance coverage through October 1, 2019.

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 the HAI Group for auto liability insurance coverage in the sum of \$657.00 to be paid from COCC funds.

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

Nays: None

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

The Board analyzed two (2) invoices from MVES. The first was dated February 20, 2019 for the month of February 2019 in the sum of \$12,358.89 for resident service coordinators at the various developments. It was noted that the bill referred to services for January 2019, but the itemization was for February 2109. The second invoice was dated March 15, 2019 in the sum of \$93.54 for coverage of a Forestdale event.

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

VOTED: To approve and authorize payment to MVES in the sums of \$12,358.89 from the Federal AMPs served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

F. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated February 1, 2019 in the sum of \$1,400 from Diane Cohen for consulting services for the Family Self-Sufficiency program (“FSS”) and Admissions and Continued Occupancy Plans (“ACOP”) was studied by the Board.

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 Diane Cohen in the sum of \$1,400 for consulting services to be paid from FSS and/or COCC funds.

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

Nays: None

G. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board perused four (4) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/20/19	19675	\$370.22
02/20/19	19680	493.60
03/20/19	19827	1,974.40

03/22/19	19856	<u>493.60</u>
	TOTAL	<u>\$3,331.82</u>

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 to the Malden Police Department in the total sum of \$3,331.82 as listed above from the AMPs served.

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

Nays: None

H. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director presented the U.S. Housing and Urban Developments ("HUD") "Final" revised published Fair Market Rents ("FMRs") by bedroom size for FY 2019 and, after review and analysis, the Executive Director recommended the Board set MHA's Section 8 program Payment Standards by bedroom size at 100% of HUD's FY 2019 published FMR's by bedroom size, to be implemented April 15, 2019, as follows:

<u>Bedroom Size</u>	<u>Amount</u>
Efficiency	\$1,608
One Bedroom	1,801
Two Bedroom	2,194
Three Bedroom	2,749
Four Bedroom	2,966

It was discussed that MHA has implemented public housing flat rents in the past at 100% of HUD's final published FMR. However, the Executive Director suggested setting MHA's public housing flat rates by bedroom size at 85% of HUD's final published FY 2019 FMRs to avoid a significant adverse impact on the MHA's 13 existing flat rent households.

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

VOTED: To approve and adopt HUD's final published FMRs at 100% by bedroom size as MHA's Section 8 program payment standards and at 85% by bedroom size for MHA's public housing program flat rents, to be implemented April 15, 2019 for Section 8 and May 1, 2019 for public housing.

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

Nays: None

I. RUSSO BARR ASSOCIATES, INC. ("RUSSO BARR") – CHANGE ORDER

A memo dated March 22, 2019 from Russo Barr requesting a change order for the repairs at Forestdale roofing was examined by the Board. DHCD has authorized the contractor Almar, LLC to proceed on a time and materials basis not to exceed \$5,000

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 change order from Russo Barr and approve the contractor, Almar, LLC, to proceed on a time and materials basis not to exceed \$5,000 as approved by DHCD

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

Nays: None

J. LINDEN ROOF REPLACEMENT – REQUEST FOR PROPOSALS ("RFP")

The Board scrutinized a memo from Edward Fahey dated March 25, 2019, detailing bid proposals for Linden roof replacement follows:

Avatar Construction, Inc.	\$399,168
WPI Construction, Inc.	474,100
Corolla Contracting, Inc.	645,411

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

VOTED: To award the bid for the Linden roof replacement project to Avatar Construction, Inc., as the most responsive and responsible bidder in the sum of \$399,168 and authorize the Executive Director to contract with Avatar Construction, Inc. in that amount with future payment to be made by the capital fund.

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

Nays: None

K. MAINTENANCE "GILLETTE SEMINAR" TRAINING

A one day extensive Maintenance training seminar from New England Affordable Housing Management Association was reviewed by the Board. The training is scheduled at Gillette Stadium in Foxboro, MA on May 16, 2019.

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 appropriate maintenance staff to attend the one day extensive Maintenance training seminar hosted by New England Affordable Management Association in the sum of \$199 per attendee at Gillette Stadium with reimbursement for lodging and travel.

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

Nays: None

4. **POLICIES**

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 Francis C. Boudrow and seconded by Joan M. Chiasson, 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 and Joan M. Chiasson

Nays: None

B. **ONSTAGE DANCE COMPANY**

The Board analyzed a letter dated March 20, 2018 from Melissa DeFriesse, volunteer for Onstage Dance Company presenting a Malden Dance Mile on Saturday, April 27, 2019.

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 a donation from the COCC in the sum of \$100 to the Onstage Dance Company.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **NERC NAHRO 2019 ANNUAL CONFERENCE**

The Board discussed the upcoming Nerc/Nahro 2019 Annual Conference at Wentworth by the Sea, New Castle, NH on June 23-26, 2019.

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

VOTED: To approve and authorize appropriate staff and Commissioners registration, travel and attendance to the NERCNAHRO Annual Conference at MHA expense, and for MHA to purchase a \$100 program book half-page ad supporting the event to be paid by the COCC.

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

Nays: None

ADDITIONAL CORRESPONDENCE

- NAHRO News – March/April 2019

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, Francis C. Boudrow and Joan M. Chiasson

Nays: None

Adjourned at 5:30 PM


George N. Bayers, Secretary