

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 7, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, 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 28, 2017

The minutes February 28, 2017 were not yet available.

No further action was necessary.

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 Mark A Lawhorne and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. CBI CONSULTING INC. ("CBI") – INVOICES (2)

Two (2) invoices dated February 24, 2017 from CBI for design engineering services were scrutinized by the Board for construction as follows:

Newland Street concrete steps & stoops	\$14,066.10	–	CFP funds
630 Salem balcony repairs	<u>44,115.00</u>	–	CFP funds
Total	\$58,181.10		

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

VOTED: To authorize and approve payment as described above to CBI for engineering services and construction in the total sum of \$58,181.10

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

Nays: None

B. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board considered two (2) invoices from the Malden Police Department for police details at Salem Street and Newland Street were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
03/01/17	15283	\$664.23
03/03/17	15301	<u>442.82</u>
	TOTAL	<u>\$1,107.05</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 \$1,107.05 for detail patrol coverage.

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

Nays: None

C. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated March 1, 2017 from Cohen for professional services in the sum of \$2,600, including hearing officer services and consulting on the Section 8 Administrative Plan (“Admin Plan”) was 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 Cohen in the sum of \$2,600 from the Central Office Cost Center (“COCC”) funds for consulting services.

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

Nays: None

D. MASSACHUSETTS GROUP INSURANCE COMMISSION (“GIC”) – INVOICE

The Board studied an invoice dated March 2, 2017 from GIC for MHA’s health insurance premiums for employees and retirees for the period January 1, 2017 to March 31, 2017 in the sum of \$245,788.89

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 GIC for health insurance premiums in the sum of \$245,788.89 for the period January 1, 2017 to March 31, 2017

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

Nays: None

E. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICE

An invoice dated March 25, 2017 from HAI Group in the sum of \$555 for an adjustment on the motor vehicle insurance premium 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 HAI Group in the sum of \$555 for an adjustment on the motor vehicle insurance premium.

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

Nays: None

F. MALDEN YMCA – INVOICE

The Board perused an invoice from the YMCA dated March 6, 2017 in the sum of \$4,166.67 for MHA resident memberships and program services for the month of February 2017.

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

VOTED: To approve and authorize payment to the YMCA in sum of \$4,166.67 for MHA resident memberships and program services for the month of February 2017.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

G. MHA 2016 CAPITAL FUND SAFETY AND SECURITY GRANT

The Executive Director presented MHA's 2016 Capital Fund Safety and Security Grant Acceptance Resolution for review.

No further action was necessary at this time.

H. MASSBUYS EXPO 2017

The Board was informed of the upcoming 2017 MASSBUYS EXPO on April 27, 2017 for public purchasing and procurement officials.

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 appropriate staff and Commissioners to attend the upcoming 2017 MASSBUYS EXPO on April 27, 2017.

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

Nays: None

I. NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("NERC/NAHRO")

A flyer for the NERC/NAHRO 2017 Annual Conference and Exhibition to be held in Rockport, ME from June 25, 2017 thru June 28, 2017 was examined 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 attendance at the NERC/NAHRO 2017 Annual Conference in Rockport, ME for all Commissioners and appropriate staff.

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

Nays: None

The Board also considered a solicitation for the NERC/NAHRO 2017 Annual Conference.

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 the purchase of a one-half page ad in the NERC/NAHRO 2017 Annual Conference and Exhibition Program Book at a cost of \$100 to be paid from the COCC.

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

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 \$300 was 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 a donation in the sum of \$300 to the Malden Babe Ruth League.

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

Nays: None

B. **ZONTA CLUB OF MALDEN**

The Board considered a solicitation from the Zonta Club of Malden for the Women Making a Difference celebration dinner with Katelyn Murphy, former MHA employee, being honored.

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 expenditure of \$100 to the Malden Zonta Club for an ad in the program book.

To approve and authorize appropriate staff and Commissioners to attend the Women Making a Difference celebration dinner at a cost of \$50 per person.

To approve and authorize the purchase of flowers up to \$100 for Katelyn Murphy.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – PUBLIC HOUSING NOTICE 2017-5

A notice from DHCD for Mandatory Board Member Training and dated February 14, 2017 (Public Housing Notice 2017-5) was studied by the Board.

For information purposes only.

7. OPEN DISCUSSION

None

ADJOURNMENT


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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:30 PM



Frank M. Molis, Secretary