

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 8, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Frank M. Molis, Mark A. Lawhorne and Francis C. Boudrow

COMMISSIONERS ABSENT: Joan M. Chiasson

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

**1. APPROVAL OF MINUTES OF FEBRUARY 23, 2016**

The minutes of the February 23, 2016 Board meeting were reviewed by the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of February 23, 2016 as submitted.

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

Nays: None

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board reviewed the list of bills and checks and after due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MHA'S U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") SPECIAL APPLICATIONS CENTER ("SAC") DISPOSITION APPLICATION SUBMISSION AUTHORIZATION - RESOLUTION NO. 2016-05 (Restated from 2/23/16 meeting)**

The Executive Director reported that all public housing resident family and government official consultation had been completed and the MHA's Disposition Application on the two (2) condominium units owned by MHA in the new YMCA facility known as the Malden Armory Condominium was nearing completion and authorization and approval required to submit same to HUD's Special Applications Center (SAC) seeking the disposition.

authorize and approve the Executive Director to sign, acquire and submit, as required, all required documents to HUD, containing:

Three (3) original form HUD-52840-A ACC Amendments evidencing the MHA's acceptance of HUD's 2016 Capital Fund Grant; three (3) Original CFP/ACC Amendment "Page 2", signed by MHA's Mayor, Gary Christenson and attested to under seal by Malden's City Clerk, Karen Anderson; three (3) signed HUD Environmental Certifications from Malden Redevelopment Authority ("MRA") Executive Director, Deborah Burke; three (3) Original form HUD 50075.1 Annual Statement/Performance and Evaluation Report for Grant MA06P02250116; three (3) form HUD-50075.2, Five Year Action Plan form for MHA's CFP Grant Years 2016 – 2020, inclusive; and all requisite and related HUD Certifications and other documentation. Additionally, three (3) form HUD 50075.1 Annual Statement/Performance and Evaluation Report for Grant MA06P02250114 Revision 3 and three (3) form HUD 50075.1 Annual Statement/Performance and Evaluation Report for Grant MA06P02250115 Revision 2 were approved for signature and submission as well.

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

Nays: None.

**C. EASTERN BANK – GENERAL DEPOSITORY AGREEMENT**

Eastern Bank submitted the new form for this year to be signed by the Chairperson and the Secretary of MHA. Joan M. Chiasson was absent so Frank M. Molis signed as acting secretary and George N. Bayers, signed as chairperson.

After reviewing the documents it was unanimously voted to approve the signing of the General Depository Agreement for Eastern Bank and submit it to them.

VOTED: To sign and submit the General Depository Agreement to Eastern Bank.

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

Nays: None

**D. SECTION 8 TRAINING**

The Board was presented a Purchase Order #20505 for a Section 8 Training for the Tenant Selection Department on March 23 in the amount of \$240.00 dated 2/26/16.

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

VOTED: To approve the Section 8 training for March 23, 2016 by the Section 8 Administrators Association in Dedham,

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

Nays: None

**E. MYSTIC VALLEY ELDER SERVICES – INVOICES (2)**

The Board received two invoices for services from Mystic Valley Elder Services for resident service Coordinators at various developments and coverage of Forestdale events.

<u>Dated</u>	<u>Period/Services</u>	<u>Amount</u>
3/1/16	January 2016—Resident Coordinators	\$12,600.96
3/1/16	January 2016—Forestdale Event	<u>23.63</u>
		\$12,624.59

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

VOTED: To approved and authorize payment from the developments serviced to MVES in the total sum of \$12,624.59

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

Nays: None

**F. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated March 1, 2016 from SG Risk in the sum of \$871.25 for risk management and insurance consulting services was studied by the Board.

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 payment to SG Risk in the sum of \$871.25 for insurance consulting services to be paid from Central Office Cost Center (“COCC”) funds.

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

Nays: None

**G. DIANE COHEN (“COHEN”) – INVOICE**

The Board perused an invoice dated March 1, 2016 from Cohen for services in the sum of \$1,400, including Admissions and Continued Occupancy (“ACOP”) and occupancy consulting.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,400 for ACOP and occupancy consulting to be paid from COCC funds.

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

Nays: None

#### H. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated February 25, 2016 from CBI for engineering and consulting in the sum of \$1,550 for the Salem Street Exterior Envelope & Balcony Repairs project was examined by the Board.

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

VOTED: To approve and authorize payment to CBI in the sum of \$1,550 from the CFP 1430 account for engineering and consulting for the Salem Street Exterior Envelope & Balcony Repairs project.

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

Nays: None.

#### I. MALDEN POLICE DEPARTMENT – INVOICES (8)

The Board analyzed eight (8) invoices from the Malden Police Department for details at 630 Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
1/5/16	12598	\$221.41
12/22/15	12610	221.41
2/12/16	12831	442.82
2/24/16	12919	221.41
2/26/16	12932	442.82
2/29/16	12946	442.82
3/3/16	12969	221.41
3/7/16	12981	664.23
	TOTAL	\$2,878.33

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$2,878.33

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

Nays: None

**J. ENLIGHTENED ENERGY CONSULTANT (“EEC”) – INVOICE**

An invoice dated March 3, 2016 from EEC in the sum of \$3,600 for consulting services (Mike Nail and David Anderson) and oversight of the Energy Performance Contract (“EPC”) was studied by the Board.

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

VOTED: To approve and authorize payment to EEC in the sum of \$3,600 for EPC consulting services.

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

Nays: None

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

The Board considered an invoice dated March 2, 2016 from GIC for MHA’s health insurance premiums for the period January 1, 2016 to March 31, 2016 in the sum of \$235,185.96.

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 payment to GIC for health insurance premiums in the sum of \$235,185.96 for the period January 1, 2016 to March 31, 2016.

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

Nays: None

**L. DISPOSITION OF OLD CELL PHONES**

The Board was presented a list of old cell phones that are no longer in use by MHA and still have some good use. It was decided that the two (2) old cell phones and accessories would be donated to the Malden Police Department for the Woman’s Abuse program.

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

VOTED: To donate the 2 old cell phones and the accessories to the Malden Police Department for the use in the Woman's Abuse Program.

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

Nays: None.

**4. POLICIES AND CONTRACTS**

**A. TOTAL ASSET LEASE AGREEMENT**

The Board was presented a revised lease agreement from Total Asset telephone system for the installation and operation of a "princess" phone on the wall outside the receptionist area at 630 Salem Street, to provide telephonic translation services. This revision will roll in a previous revision to add VOIP telephone connectivity to the Newland and Linden community rooms, and add an additional \$12.50/month to MHA's current lease with Total Asset Solutions

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

VOTED: To approve the lease revision to MHA's current lease with Total Asset Solutions and authorize the Executive Director to execute same.

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

Nays: None.

**5. REVIEW OF CHARITABLE REQUESTS**

**A. MALDEN CATHOLIC HIGH SCHOOL REQUEST – ANNUAL GALA**

An invitation from the Malden Catholic High School soliciting an ad in their program book for the 10<sup>th</sup> Annual Gala was studied by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne it was unanimously

VOTED: To approve and authorize payment of \$100 for an ad in the program book for the Malden Catholic High School 10<sup>th</sup> Annual Gala, to be paid out of the COCC.

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

Nays: None.

6. **REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

A. **DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT-- PIH NOTICE 2016-03 ("DHCD")**

The Board reviewed a notice from DHCD concerning Board Member Training. No further action was required at this time.

7. **OPEN DISCUSSION**

None

**ADJOURNMENT**

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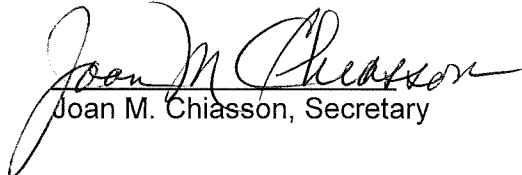
After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 5:45 PM

  
Joan M. Chiasson, Secretary