

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 12, 2020 at 5:00 PM through teleconference due to COVID-19.

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

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

1. APPROVAL OF MINUTES OF APRIL 28, 2020

The minutes of the meeting of April 28, 2020 were scrutinized to 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 the minutes of April 28, 2020 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. MONTHLY FINANCIAL STATEMENTS

The Executive Director presented MHA's Combined Balance Sheets and Monthly Budget Comparisons for the month ending March 31, 2020 with 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 accept MHA's Combined Balance Sheets and Monthly Budget Comparisons for month ending March 31, 2020.

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

Nays: None

B. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board considered five (5) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, 89 Pearls Street and Suffolk Manor as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/17/20	22119	\$ 790.95
04/22/20	22149	1,318.25
04/28/20	22165	263.65
04/29/20	22183	790.95
05/04/20	22196	<u>263.65</u>
	TOTAL	<u>\$3,427.45</u>

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 payment to the Malden Police Department in the total sum of \$3,427.45 as listed above to be paid from the AMP's served.

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

Nays: None

C. HOMER CONTRACTING, INC. – REQUISITION NO. 18

An invoice from Homer Contracting, Inc., Requisition No. 18 dated April 24, 2020 in the sum of \$135,850 for work on the 630 Salem Street building envelope project was analyzed 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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$135,850 for work on the 630 Salem Street building envelope project.

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

Nays: None

D. CBI CONSULTING INC. ("CBI") – INVOICES (5)

Five (5) invoices from CBI for engineering services were perused by the Board as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
04/24/20	Forestdale	\$ 52,000.00	Construction Documents
04/24/20	120 Mountain Avenue	15,730.00	Construction Documents and Bidding Assistance
04/24/20	557 Pleasant Street	7,485.20	Conditions Survey and Bidding
04/24/20	Clement Street	5,616.00	Completion Services
04/24/20	Newland Street	<u>2,825.00</u>	Bidding
		\$83,676.20	TOTAL

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 payment to CBI in the total sum of \$83,676.20 for engineering services for the above referenced Federal and State developments with payment on the Federal projects being made from the CFP and to submit the Clement and Forestdale invoices to DHCD for processing.

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

Nays: None

E. CREDIT MONITORING OFFERING

The Board discussed and perused letters from MHA to the Attorney General, Office of Consumer Affairs and Business Regulation and to Section 8 Landlords regarding the 2019 misdirected IRS Form 1099 mailing with an offer to Section 8 Landlords of credit monitoring services for a period of 18 months.

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 Executive Director to offer credit monitoring services for 18 months to Section 8 Owners/Landlords affected by misdirected IRS Form 1099 mailings and authorize the mailing of required letters and documentation.

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

Nays: None

F. MARCUM ACCOUNTANTS AND ADVISORS ("MARCUM") – INVOICE

An invoice dated April 30, 2020 from Marcum in the sum of \$9,525 for MHA's first half of FY 2019 US Department of Housing and Urban Development ("HUD") required audits was examined by the Board.

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 Marcum in the sum of \$9,525 for MHA's first half of FY 2019 HUD required Federal audits.

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

Nays: None

G. DIANE COHEN ("COHEN") – INVOICE

The Board studied an invoice dated May 2, 2020 in the sum of \$550 from Cohen for consulting services on the Section 8 Administrative Plan.

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 Cohen in the sum of \$550 for consulting services from public housing and Section 8.

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

Nays: None

H. HARPERS PAYROLL SERVICES – QUOTE

A quote from Harpers Payroll Services, including monthly payroll processing rates and fees, electronic delivery, processing of checks and year end IRS Forms W-2 and 1099 Miscellaneous for an estimated annual cost of \$8,679.36 was studied by the Board.

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 contract with Harpers Payroll Services for MHA's payroll services for all MHA employees for the estimated annual cost of \$8,679.36

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

Nays: None

I. MHA CONFERENCE ROOM – 630 SALEM STREET

The Board scrutinized the details of the conference room upgrade from Terminal Exchange and DGI Communications, Inc. dated April 29, 2020 to upgrade the 630 Salem Street Library room to enable the ability for remote video board meetings and MHA training sessions for the cost of \$19,320.71

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 contract with Terminal Exchange and DGI Communications, Inc. for the conference room upgrades at 630 Salem Street Library room for the cost of \$19,320.71

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

Nays: None

J. MASSACHUSETTS DEPARTMENT OF LABOR STANDARDS (“MA DOL”)

MA DOL published the new minimum wage rates for 2020 dated March 5, 2020. MHA had only one position impacted by the MA DOL’s wage rate, necessitating an increase of \$0.20/hour to the plumber’s salary, including retroactive pay from April 1, 2020.

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 Executive Director to increase the plumber’s wage rate by \$0.20/hour in accordance with the MA DOL’s established wage rate for MHA retroactive to April 1, 2020.

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. REVIEW OF CHARITABLE REQUESTS

a. TRIANGLE, INC. – FUND FOR ABILITY

Triangle, Inc. requested a donation due to the COVID-19 their employees are not working and asked for some support from.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

Ability. VOTED: To approve a donation of \$500.00 to the Triangle's Fund for

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

A. PUBLIC HEARINGS

The Executive Director cited the need to set MHA's calendar for its public hearings. It was noted that the State hearing has been scheduled for July 28, 2020.

No further action was necessary.

ADJOURNMENT

After due discussion and upon motion duly made by Joan M. Chiasson 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 6:00 PM


Francis C. Boudrow, Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 5/26/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED

Note: After announcement from the Chairperson, due to technical difficulty, the meeting was twice suspended for a short period to allow all participants to terminate their connection to the teleconference and re-start utilizing the same teleconference platform.