

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 14, 2019 at 11:10 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF APRIL 23, 2019

The minutes of the meeting of April 23, 2019 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To authorize and approve the minutes of April 23, 2019.

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

Nays: None

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 Joan M. Chiasson and seconded by George N. Bayers it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. ALMAR, LLC – APPLICATION AND CERTIFICATION FOR PAYMENT

The Board reviewed a request for Requisition No. 5 from Almar, LLC, dated May 13, 2019 in the sum of \$238,599.15 for the Forestdale roof replacement project.

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

VOTED: To approve payment of Requisition No. 5 to Almar, LLC in the sum of \$238,599.15 for the Forestdale roof replacement project and to submit same to DHCD for processing.

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

Nays: None

B. MALDEN POLICE DEPARTMENT – INVOICES (5)

Five (5) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue were considered by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/18/19	19978	\$246.80
04/24/19	19981	493.60
04/26/19	19999	493.60
05/01/19	20027	987.19
05/08/19	20074	<u>246.80</u>
	TOTAL	<u>\$2,467.99</u>

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 the Malden Police Department in the total sum of \$2,467.99.

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

Nays: None

C. NELCO WORLDWIDE (“NELCO”) – CHANGE ORDER NO. 6

The Executive Director polled the Board via email on April 30, 2019 (and approved thereafter) requesting authorization for Change Order No. 6 which mutually resolves all time and cost issues relating to the Clement Street High Leverage Asset Preservation Program (“HILAPP”) project timeline. It was noted that Massachusetts Department of Housing and Community Development (“DHCD”) has been involved in this resolution and it is expected to sign and approve this change order.

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

VOTED: To confirm the email poll approval vote for Nelco Change Order No. 6 and authorize the Executive Director to execute the same and submit to DHCD.

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

Nays: None

D. RESIDENTS ADVISORY BOARD (“RAB”) – CATERING MENU

The Board was polled by the Executive Director on May 6, 2019 (and approved thereafter) requesting the RAB meeting be catered by Anthony’s of Malden.

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 to have Anthony’s of Malden cater the RAB breakfast meeting at a cost of \$15 per person

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

Nays: None

E. MHA 2019 PUBLIC HOUSING AUTHORITY (“PHA”) ANNUAL AND 5- YEAR ANNUAL PLAN – BOARD RESOLUTION NO. 2019-01

The Executive Director presented the final version of the MHA’s Annual and Five Year PHA Plan to the Board for review and discussion. The Executive Director asked the Board to pass a Resolution, as required by the U.S. Department of Housing and Urban Development (“HUD”), authorizing the Board Chairperson and the Executive Director to sign and submit all required documentation and certifications relating to said Plan.

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

RESOLVED AND VOTED Resolution No. 2019-01:

To accept HUD’s 2019 Capital Fund Grant Program Award in the amount of \$2,728,789, to also approve the MHA’s 2019 Capital Fund Grant Annual Statement and 2019 - 2023 Five Year Capital Action Plan, and to authorize and approve Board Members and the Executive Director to sign, acquire and submit same to HUD, together with all requisite Attachments and Certifications signed by all duly authorized and designated MHA and City of Malden officials.

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

Nays: None

Absent: Mark A. Lawhorne

F. NELCO – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated May 9, 2019 from NELCO in the sum of \$55,342.82 for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project was analyzed 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 NELCO in the sum of \$55,342.82 for the 14-16 Clement Street HILAPP project and to submit the same to DHCD for processing.

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

Nays: None

G. CBI CONSULTING INC. (“CBI”) – INVOICE

The Board studied an invoice dated April 29, 2019 in the sum of \$10,636 for clerk of the works services for the 14-16 Clement Street rehabilitation project.

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 CBI in the sum of \$10,636 for clerk services for the 14-16 Clement Street rehabilitation project and submit the same to DHCD for processing.

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

Nays: None

H. CBI – INVOICE

An invoice dated April 29, 2019 for construction contract administration fees in the sum of \$4,230 for exterior building envelope repairs at 630 Salem Street was perused by the Board.

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 sum of \$4,230 for construction administration for building envelope repairs of 630 Salem Street to be paid from the Capital Fund Program (“CFP”)

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

Nays: None

I. CBI – INVOICE

The Board examined an invoice dated April 29, 2019 in the sum of \$980 for construction documents for the Springdale development

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 CBI in the sum of \$980 for construction documents for the Springdale and submit the same to DHCD for processing.

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

Nays: None

J. RUSSO-BARR ASSOCIATES – INVOICE

An invoice dated April 30, 2019 from Russo-Barr Associates in the sum of \$4,020 for construction administration for the Forestdale roof replacement was scrutinized 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 to Russo Bar Associates in the sum of \$4,020 for construction administration services on the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

K. BLACKSTONE BLOCK ARCHITECTS – INVOICE

The Board reviewed and invoice from Blackstone Block Architects dated May 1, 2019 in the sum of 6,832.20 for architectural design for window and door replacement at Springdale..

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 Blackstone Block Architects in the sum of \$6,832.50 for architectural design on the window and door replacement at Springdale development and to submit to DHCD for processing.

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

Nays: None

L. E5 BUILDERS, LLC – INVOICE AND CERTIFICATE OF FINAL COMPLETION

An invoice and Certificate of Final Completion from E5 Builders, LLC and dated April 29, 2019 for the Springdale incinerator demolition retainage in the sum of \$1,615 was considered by the Board.

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 and pay the retainage of \$1,615 to E5 Builders, LLC and submit the same to DHCD for processing.

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

Nays: None

M. SITE IMPROVEMENTS, INC. – CHANGE ORDER NO. 1

The Board analyzed Change Order No. 1 dated April 3, 2019 from Site Improvements, Inc., for MHA's parking area modernization project at various developments for additional filling and stripping increasing the contract by \$22,800.

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 Change Order No. 1 from Site Improvements, Inc., for MHA's parking area modernization project at various developments and authorize the Executive Director to execute increasing the contract in an amount up to \$22,800 for a total sum of \$191,802 to complete additional work.

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

Nays: None

N. MARCUM ACCOUNTANTS – INVOICE

An invoice dated April 23, 2019 from Marcum LLP in the sum of \$9,420 for partial payment of an audit of MHA's financial statements for FY ending September 30, 2019 was studied by the Board.

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 Marcum LLP in the sum of \$9,420 for an audit of MHA's financial statements for FY ending September 30, 2019

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

Nays: None

O. MYSTIC VALLEY ELDER SERVICES (MVES) – INVOICES (2)

The Board perused two (2) invoices from MVES, and both dated May 8, 2019 for April 2019, the first in the sum of \$93.54 for Forestdale services and the second in the sum of \$11,218 for resident service coordinators at various federal developments.

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 MVES in the sums of \$11,218 from the Federal Amps served and \$93.54 from the Central Office Cost Center ("COCC") funds for Forestdale.

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

Nays: None

P. MALDEN YMCA – INVOICES (5)

Five (5) invoices from the YMCA were presented to the Board as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
05/07/19	Resident Family Memberships	\$4,166.67
03/31/19	Newland Street After School Program	1,384.85
03/31/19	Linden Street Program	2,658.16
04/30/19	Linden Street Program	2,897.83
04/30/19	Newland Street After School Program	<u>1,836.63</u>
	TOTAL	<u>\$12,944.14</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$12,944.14 for the invoices detailed above with the Resident Family Membership invoice paid by the COCC.

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

Abstain: Frank M. Molis

Nays: None

Q. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated May 1, 2019 in the sum of \$2,000 from Diane Cohen for consulting services for the Family Self-Sufficiency program (“FSS”) and the Admissions and Continued Occupancy Plan (“ACOP”) was examined 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 Diane Cohen in the sum of \$2,000 for consulting services to be paid from COCC funds.

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

Nays: None

R. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board scrutinized an invoice dated May 1, 2019 from SG Risk in the sum of \$743.75 for risk management and insurance consulting services.

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 SG Risk in the sum of \$743.75 from the COCC for consulting services.

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

Nays: None

S. JAMES M. HENNESSEY– INVOICES (2)

Two (2) invoices from James M. Hennessey both dated May 9, 2019 for inspections of State and Section 8 units in the amount of \$1,631.25 and for hearing officer services in the sum of \$875 were reviewed by the Board.

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

VOTED: To approve two invoices from James M. Hennessey in the amount of \$1,631.25 for State public housing and Section 8 HQS quality control inspections to be paid by Section 8 and the COCC, and in the sum of \$875 for hearing officer services to be paid by the COCC.

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

Nays: None

T. DHCD – SUSTAINABILITY INITIATIVE FOR ENERGY SAVINGS AWARD

The Executive Director distributed a letter from DHCD dated April 16, 2019 informing MHA has been awarded a fixed amount of \$72,000 from the DHCD Sustainability Initiative for Energy Savings in order to fund the replacement of 48 exterior doors and storm doors at Springdale.

No further action was necessary.

**U. COMFORT SYSTEMS USA – BCM CONTROLS CORPORATION (“BCM”)-
SERVICE AGREEMENT PROPOSALS**

Four (4) Service Agreement proposals for the period June 1, 2019 through May 31, 2020 for annual service on security systems for BCM were considered by the Board as follows:

312 Bryant Street	\$ 8,075
630 Salem Street	15,625
120 Mountain Avenue	14,890
89 Pearl Street	<u>9,540</u>
TOTAL	<u>\$ 48,130</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 the annual service agreements for MHA security systems as listed above and authorize the Executive Director to contract for same.

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

Nays: None

V. HUD – FY 2019 INCOME LIMITS

Fiscal Year 2019 Income Limits Documentation System from HUD for the Boston Metropolitan area by household members and three income limits were analyzed 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 accept HUD's Income Limits for FY 2019 and adopt the same for federal public housing and section 8 program administration and eligibility determinations of various household sizes as follows:

<u>One Person</u>	
Extremely Low (30%)	\$24,900
Very Low (50%)	\$41,500
Low (80%)	\$62,450

<u>Two Person</u>	
Extremely Low (30%)	\$28,450
Very Low (50%)	\$47,400
Low (80%)	\$71,400

<u>Three Person</u>	
Extremely Low (30%)	\$32,000
Very Low (50%)	\$53,350
Low (80%)	\$80,300

<u>Four Person</u>	
Extremely Low (30%)	\$35,550
Very Low (50%)	\$59,250
Low (80%)	\$89,200

<u>Five Person</u>	
Extremely Low (30%)	\$38,400
Very Low (50%)	\$64,000
Low (80%)	\$96,350

<u>Six Person</u>	
Extremely Low (30%)	\$41,250
Very Low (50%)	\$68,750
Low (80%)	\$103,500

<u>Seven Person</u>	
Extremely Low (30%)	\$44,100
Very Low (50%)	\$73,500
Low (80%)	\$110,650

<u>Eight Person</u>	
Extremely Low (30%)	\$46,950
Very Low (50%)	\$78,250
Low (80%)	\$117,750

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

Nays: None

**W. NATIONAL ASSOCIATION OF HOUSING & REDEVELOPMENT OFFICIALS
("NAHRO") – GOSECTION8**

The Executive Director distributed a letter dated May 1, 2019 from NAHRO, the Massachusetts Chapter, explaining the Section 8 Centralized waiting list transition to GoSection8.com.

No further action was necessary at this time.

4. POLICIES

None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **SUMMER HOLIDAY SCHEDULE**

The Board studied the City of Malden's summer holiday schedule, as well as MHA's prior year's policy.

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

VOTED: To authorize and approve the City's holiday schedule for MHA's employees as follows:

Friday, May 24, 2018 and Monday, May 27, 2019 – closed
(Memorial Day)

Wednesday, July 3, 2019 – close at Noon, Thursday, July 4, 2019
and Friday, July 5, 2019 – closed
(Independence Day)

Friday, August 30, 2019 and Monday, September 2, 2019
(Labor Day)

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

Nays: None

B. **NAHRO 2019 SUMMER CONFERENCES**

NAHRO's registration flyer for its Summer Conference to be held in Boston, MA from July 11-13 at the Boston Park Plaza Hotel was perused 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 all costs associated with travel, hotel and attendance at NAHRO's Summer Conference in Boston, MA for MHA's Commissioners and appropriate staff.

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

Nays: None

C. COMMISSIONERS TRAINING 101

The Board examined a flyer from Commissioners Training 101 presented by Rick Leco, Cindy White Overton, D&V/Mainsail scheduled for Sunday, June 23, 2019 at Wentworth by the Sea in Portsmouth, NH.

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

VOTED: To approve all costs associated with travel, hotel and attendance to the Commissioners Training 101 for MHA Commissioners and appropriate staff.

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

Nays: None

D. SECTION 8 ADMINISTRATORS ASSOCIATION – CONFERENCE

A registration form for the Section 8 Administrators Association Conference on May 30, 2019 in Gloucester, MA 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 appropriate MHA staff members to attend the Section 8 Administrators Association Conference on May 30, 2019 in Gloucester, MA and to be paid using COCC funds.

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

Nays: None

ADDITIONAL CORRESPONDENCE

- NAHRO News – May 2019
- Malden Dance Mile Event – Thank you

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 11:50 AM


George N. Bayers, Secretary