

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 16, 2017 at 10:50 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank A. 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 APRIL 25 AND MAY 2, 2017

The minutes of the meetings of April 25 and May 2, 2017 were not yet reviewed by all the Board members.

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

VOTED: To table approval of outstanding minutes.

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

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 Mark A. Lawhorne, 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") – INVOICE

An invoice dated April 28, 2017 from CBI for construction documents and bidding assistance in the sum of \$9,555 for the exterior building envelope of 630 Salem Street was reviewed by the Board.

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 payment to CBI in the sum of \$9,555 for construction consulting for the exterior building envelope at 630 Salem Street, to be paid from MHA's Capital Fund.

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

Nays: None

B. ("CBI") – INVOICE

The Board considered an invoice dated April 28, 2017 from CBI construction documents and bidding assistance in the sum of \$4,338.75 for concrete steps and stoops at the Newland Street development.

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 payment to CBI in the sum of \$4,338.75 for consulting for the front concrete steps and stoops at 275 Newland Street, to be paid from MHA Capital Fund.

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

Nays: None

C. BIDDOCS ONLINE INVOICE

An invoice dated May 8, 2017 from BidDocs Online for bid preparation and consulting on the sanitary and storm drainage line repairs at the Forestdale development in the sum of \$509.43 was considered by the Board.

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

VOTED: To authorize and approve payment to BidDocs Online in the amount of \$509.43 for bid preparation and consulting for the Forestdale development and authorize the Executive Director to submit same to the Massachusetts Department of Housing and Community Development ("DHCD") for payment.

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

Nays: None

D. NAN MCKAY & ASSOCIATES

The Board analyzed an email from the Executive Director for the Nan McKay & Associates Public Housing Management conference to be held in Dedham, MA from July 10 – 14, 2017.

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 attendance and travel reimbursement inclusive of hotel for the Nan McKay & Associates Public Housing Management Conference in Dedham for up to six (6) staff, with the Occupancy Director's cost to be reimbursed from the COCC.

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

Nays: None

E. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

An invoice dated May 2, 2017 from GIC for MHA's health insurance premiums for employees and retirees for the period April 1, 2017 to June 31, 2017 in the sum of \$247,672.05 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 payment to GIC for health insurance premiums in the sum of \$247,672.05 for the period April 1, 2017 to June 31, 2017

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

Nays: None

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

The Board considered an advertisement for the NERC/NAHRO 2017 Annual Conference and Exhibition to be held in Rockport, ME from June 25 thru June 28, 2017.

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

VOTED: To approve and authorize the travel and attendance of appropriate staff and Commissioners to the NERC/NAHRO 2017 Annual Conference with costs allocated per attendee, and the purchase of

a one-half page ad in the 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

G. JAMES M. HENNESSEY – INVOICE

The Board examined an invoice dated May 8, 2017 from James M. Hennessey in the sum of \$3,075 for State and Section 8 quality control inspections.

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

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$3,075 for quality control inspections to be paid and allocated between Section 8 and the COCC.

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

Nays: None

H. MALDEN CONTRIBUTORY RETIREMENT SYSTEM (“MALDEN RETIREMENT”) – LETTER

The Executive Director presented a letter from Malden Contributory Retirement System dated November 22, 2016 with the annual retirement assessment for FY 2018 in the sum of \$1,176,312. It was noted that payment in full saves a significant interest cost.

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

VOTED: To approve the annual retirement assessment for FY 2018 in the sum of \$1,176,312 and authorize payment in full before July 1, 2017.

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

Nays: None

I. LAPTOP COMPUTERS – QUOTE

The Executive Director presented a quote dated May 4, 2017 from Terminal for a new laptop to replace his malfunctioning desktop, as follows:

Lenovo ThinkPad E570 i5-7200U 3.10 8 GB SSD Windows 10 Pro 64-bit Laptop/3 year warranty	\$895
Lenovo ThinkPad USB 3.0 Basic Docking Station	95
Upgrade Office subscription to E3 for government pricing	<u>204</u>
	<u>\$1,194</u>

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 quote from Terminal in the total sum of \$1,194 for purchase of the Executive Director's new computer equipment using COCC funds.

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

Nays: None

J. WEGOWISE, INC. ("WEGOWISE") – INVOICES

The Board scrutinized an invoice dated May 4, 2017 from WegoWise in the amount of \$8,329 for utility reporting and tracking for the Federal developments and State properties in the sum of \$2,429.50.

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

VOTED: To approve payment to WegoWise in the amount of \$8,329 for Federal utility reporting and information and \$2,429.50 for the State properties to be paid from COCC funds.

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

Nays: None

K. HOMER CONTRACTING INC. – NEWLAND STREET

An invoice dated March 21, 2017 from Homer Contracting Inc. for the steps and handrails project at the Newland Street development in the sum of \$51,661 was reviewed by the Board.

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

VOTED: To approve and authorize payment to Homer Contracting in the sum of \$51,661 for the steps and handrails project at the Newland Street development to be paid from the MHA's Capital Fund.

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

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICE

The Board considered an invoice (15673) dated May 12, 2017 in the sum of \$664.23 from the Malden Police Department for police details at 120 Mountain Avenue and 630 Salem Street.

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

VOTED: To authorize and approve payment to the Malden Police Department in the sum of \$664.23 for police details with costs allocated between AMPs served.

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

Nays: None

M. HOMER CONTRACTING INC. – INVOICE

An invoice dated May 9, 2017 from Homer Contracting Inc. in the sum of \$10,155 for permits for the concrete repair project at the Newland Street development was analyzed by the Board. It was noted that Homer Contracting believed the City would not charge MHA permitting fees and is now seeking 50% reimbursement of the total fees of \$10,155 in the sum of \$5,077.50 for the permits.

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

VOTED: To authorize and approve payment to Homer Contracting Inc. in the sum of \$5,077.50 for City permits to be paid from Capital Funds or the COCC.

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

Nays: None

N. MONTHLY FINANCIALS

The Board was presented with the MHA's Combined Balance Sheets ending April 30, 2017 for their review.

For information only.

O. EMPLOYEES RETIRING

The Executive Director explained that long-term employees, Robert V. Leahy and Patricia C. Gianatassio, were retiring. It was suggested that MHA plan a luncheon for each in honor of their service.

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

VOTED: To accept Mr. Leahy's and Ms. Gianatassio's retirement with regret and to approve a restaurant luncheon for each in honor of their service 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

P. FINANCE DEPARTMENT

The Executive Director discussed Robert V. Leahy's retirement and recommended Carla Gennetti for the position of Finance Manager and be paid \$81,555, resulting in a \$24,998 wage increase, that being the salary amount most MHA Program Directors are paid, in recognition of her increased job responsibilities, effective June 5, 2017.

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 the promotion of Carla Gennetti to Director of Finance and her increase in salary to \$81,555 effective June 5, 2017.

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

- Thank you letter from the Malden Fire Department for donated pickup truck
- Thank you letter from Malden Catholic High School for donation

6. CORRESPONDENCE AND NEWSLETTERS

- National Affordable Housing Management Association Analysis ("NAHAMA")
- NAHRO Monitor
- New England Regional Council 2017 Annual Conference, Rockport, ME

7. OPEN DISCUSSION

None

ADJOURNMENT

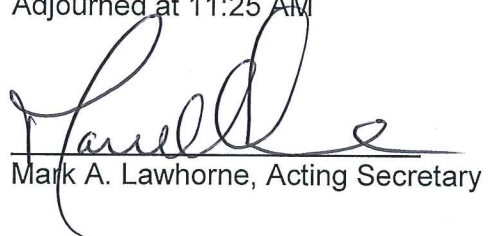
After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 11:25 AM



Mark A. Lawhorne, Acting Secretary