

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 1, 2018 at 5:07 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

1. APPROVAL OF MINUTES OF APRIL 17, 2018

The minutes of the meeting of April 17, 2018 were presented to 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 authorize and approve the minutes of April 17, 2018 as submitted.

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

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 Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. CLEMENT STREET REQUISITION NO. 2

The Board reviewed a Certificate of Vote authorizing and approving the Executive Director, as MHA's Contract Officer, to sign all wiring authorization letters and submit the same to MassHousing for payment of NELCO's second construction requisition drawn against Massachusetts Department of Mental Health ("DMH") leverage funding committed to MHA's 14-16 Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project, and further authorizing Mark Lawhorne, as Secretary of the Board of Commissioners, to sign all

such votes as may be required to be submitted with such wiring authorization letters, with this second dated May 1, 2018 in the sum of \$88,653.05

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

VOTED: To authorize and approve the Executive Director, as MHA's Contracting Officer, to execute all wiring authorization letters, and all other documentation required by MassHousing to process the second requisition for payment submitted by NELCO for construction work performed at MHA's 14-16 Clement Street HILAPP project, and to further authorize and approve Mark Lawhorne, as Board secretary, to sign all Certificates of Vote required to be submitted with the wiring authorization letters to the Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development c/o the Massachusetts Housing Finance Agency, Administrator, to fund the Clement Street development rehabilitation project, with the second payment to be made in the sum of \$88,653.05

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

Nays: None

B. DRAFT WORK ORDER – SPRINGDALE INCINERATOR DEMOLITION

A Draft Work Order from the U.S. Department of Housing and Community Development ("DHCD") dated April 24, 2018 for the demolition of an incinerator located at the Springdale development 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 the Executive Director to review, comment and execute the Draft Work Order for the demolitions of the Springdale incinerator.

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

Nays: None

C. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (2)

Two (2) invoices from MVES, both dated April 18, 2018 for the month of March 2018 in the sum of \$12,927.11 for resident service coordinators at the various developments and in the sum of \$168.38 for coverage of a Forestdale event was analyzed 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 MVES in the sums of \$12,927.11 from the Federal AMPs served and \$168.38 from Central Office Cost Center ("COCC") funds for the 400-1 program.

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

Nays: None

D. MALDEN POLICE DEPARTMENT – INVOICES (7)

The Board studied seven (7) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/15/18	17756	\$246.80
04/12/18	18149	493.60
04/17/18	18178	246.80
04/18/18	18210	1,480.80
04/24/18	18239	987.20
04/26/18	18265	493.60
04/27/18	18284	<u>246.80</u>
	TOTAL	<u>\$4,195.60</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$4,195.60 for patrol detail coverage.

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

Nays: None

E. HOMER CONTRACTING, INC. ("HOMER") – INVOICE

An invoice dated April 27, 2018 from Homer for balcony and exterior repairs at 630 Salem Street in the sum of \$394,440 was perused 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 Homer in the sum of \$394,440 from the capital fund for balcony and exterior repairs at 630 Salem Street.

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

Nays: None

F. PEARL STREET ROOF REPAIRS – REQUEST FOR PROPOSAL (“RFP”)

The Board examined a memo from Edward Fahey, detailing bid proposals for Pearl Street roof repairs follows:

Caffey Roofing & Painting Company	\$ 23,336
Larochelle Construction	30,000
Specialized Roofing	39,600
Gibson Roofs	59,000

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

VOTED: To award the bid for the Pearl Street roof repairs project to Caffey Roofing and Painting Company as the most responsive and responsible bidder in the sum of \$23,336 and authorize the Executive Director to contract with the Caffey Roofing & Painting Company in that amount.

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

Nays: None

G. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated May 1, 2018 from Cohen for consulting services with the tenant selection department, ACOP and Admin Plan in the sum of \$1,200 was scrutinized by the Board.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,200 for consulting services to be paid from COCC funds.

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

Nays: None

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

The Board reviewed an invoice dated May 1, 2018 from SG Risk in the sum of \$765 for risk management and insurance consulting services.

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 payment to SG Risk in the sum of \$765 from the COCC funds for risk management and insurance consulting services.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **26TH ANNUAL BIKE TO THE SEA DAY RIDE**

The Board considered a solicitation from Bike to the Sea dated April 9, 2018.

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 a contribution of \$50 from the COCC to Bike to the Sea.

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

Nays: None

B. **SPECIAL OLYMPICS**

A solicitation from the Special Olympics 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 a contribution of \$100 from COCC funds to the Special Olympics.

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

Nays: None

**C. MASSACHUSETTS ASSOCIATION OF HOUSING AUTHORITY
MAINTENANCE SUPERVISORS ("MAHAMS") – ANNUAL MEETING**

The Board studied a flyer from MAHAMS announcing its annual meeting to be held at Milford Housing Authority, on Wednesday, May 16, 2018.

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 appropriate staff and Commissioners to attend the MAHAMS Annual Meeting.

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

Nays: None

D. MASSACHUSETTS ASSOCIATION OF COUNCILS ON AGING

A flyer from MA Association of Councils on Aging announcing a seminar for Strengthening Emerging Community Partnerships Between Behavioral Health and Aging Services to be held at on June 28, 2018 at the College of Holy Cross in Worcester, MA was perused 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 authorize and approve appropriate staff and Commissioners to attend the Strengthening Emerging Community Partnerships Between Behavioral Health and Aging Services seminar.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

None

ADJOURNMENT

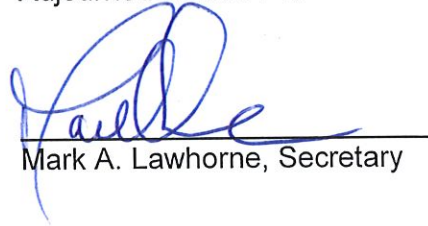
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:33 PM



Mark A. Lawhorne, Secretary