

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 26, 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 MAY 12, 2020

The minutes of the meeting of May 12, 2020 were scrutinized to the Board.

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 minutes of May 12, 2020 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. 630 SALEM SEWING CLUB

The Executive Director received poll approval from the Board by email on May 14, 2020 for MHA to pay up to \$220 for fabric and elastic for the 630 Salem Street volunteers (630 Salem Street Sewing Club), who have been making cotton face masks for all resident family members at MHA's federal and state assisted public housing developments.

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

VOTED: To confirm the purchase of supplies and materials not to exceed \$220 and donate the same to assist the 630 Salem Street Sewing Club in making personal protective face masks for all resident family members at MHA's federal and state assisted public housing developments to be paid by COCC funds.

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

D. NELCO – CERTIFICATE OF FINAL COMPLETION

In conjunction with the previous vote, a Certificate of Final Completion from NELCO dated May 18, 2020 in the sum of \$191,229.82 was analyzed 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 and authorize the Executive Director to execute the Certificate of Final Completion for the HILAPP rehabilitation project and submit to DHCD.

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

Nays: None

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

Four (4) Service Agreement proposals for the period June 1, 2020 through May 31, 2021 for annual maintenance on electronic access and video surveillance systems at the various following developments for BCM were perused by the Board.

312 Bryant Street	\$ 7,375
630 Salem Street	14,625
120 Mountain Avenue	14,090
89 Pearl Street	<u>8,740</u>
TOTAL	<u>\$44,830</u>

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 service agreements for electronic access and video surveillance systems at the four (4) designated MHA developments as itemized above and authorize the Executive Director to contract for same.

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

Nays: None

F. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICE

The Board examined an invoice dated May 1, 2020 from MVES for the month of March 2020 in the sum of \$14,336.71 for resident service coordinators at various Federal developments.

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 MVES in the sum of \$14,336.71 and allocated to the Federal AMP's served.

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

Nays: None

G. ODYSSEY ADVISORS, INC. ("ODYSSEY") – INVOICE

An invoice dated May 15, 2020 in the sum of \$3,800 from Odyssey for preparation of the actuarial valuation of MHA retirement benefits plan for fiscal years ending September 30, 2020 and 2021 in accordance with Governmental Accounting Standard Board Statement 75 ("GASB 75") was studied 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 and authorize payment to Odyssey in the sum of \$3,800 from Central Office Cost Center ("COCC") funds for GASB 75 actuarial valuation of MHA for fiscal years ending September 30, 2020 and 2021.

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

Nays: None

H. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board scrutinized an invoice dated May 8, 2020 from SG Risk in the sum of \$297.50 for risk management and insurance consulting services.

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 SG Risk in the sum of \$297.50 for consulting services with payment allocated against AMP's served and/or the COCC.

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

Nays: None

I. AGASSIZ VILLAGE SUMMER CAMP ("AGASSIZ")

The Executive Director explained that Agassiz Village with the financial support of the Adelaide Breed Bayrd Foundation has been helpful in assisting children of MHA Resident Families to attend the Agassiz summer camp in the past. Due to current pandemic restrictions

the Executive Director expressed MHA's commitment to fund all or part of the cost of the program if the Bayrd Foundation does not pay for all programming costs of children of MHA Resident Families who may choose to participate in Agassiz's alternative virtual summer program. To date, the amount of interest in the program and the cost are unclear.

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 of all costs associated with the alternative virtual online programming being offered MHA Resident Family children age 8 – 17 by Agassiz Village this summer, if the Adelaide Breed Bayrd Foundation's does not fund all program costs.

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. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Bread of Life – Thank you

7. **OPEN DISCUSSION**

A. **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) NOTICES**

The Executive Director explained HUD Notices will be transmitted to the Board on HUD waivers of time periods for annual requirements, such as the Annual and Capital Plan.

No further action was necessary at this time.

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 5:30 PM


Francis C. Boudrow, Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 6/9/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED