

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 28, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden Massachusetts.

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

COMMISSIONERS ABSENT: Joan M. Chiasson

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

1. **APPROVAL OF MINUTES OF MAY 14, 2019**

The minutes of the meeting of May 14, 2019 were presented to the board for review, after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To authorize and approve the minutes of May 14, 2019.

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

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. **REVIEW OF THE FINANCIALS FROM GORDON|GRIFFIN**

The Board reviewed the financials from our fee accountants Howard Gordon and James Griffin.

No further action was necessary.

B. **MHA HUD SAFETY AND SECURITY GRANT BOARD RESOLUTION 2019-02**

The Board reviewed the MHA's proposed application for an award of HUD 2019 Safety and Security Grant funds. 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 submission, on behalf of MHA's Linden Family Development, of a HUD Safety and Security Capital Fund Grant Application in the amount of \$250,000 for surveillance improvements.

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

Nays: None

**C. TRIANGLE—INVOICES (3)**

The Board was presented three invoices from Triangle, Inc.

Dated	Invoice No.	Amount
4/30/19	1002189	\$4,984
5/01/19	1002195 March adj.	299
5/01/19	1002196 February adj	<u>279.50</u>
	Total	\$5,562.50

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

VOTED: To authorize and approve the payment to Triangle, Inc for three invoices totaling \$5,562.50.

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

Nays: None

**D. CBI CONSULTING, INC.-- INVOICES (2)**

The Board was presented two invoices from CBI Consulting, Inc.

Dated	Invoice No.	Amount	Project
5/23/19	30675	\$ 3,384.00	630 Salem St.
5/2319	30674	16,256.21	Clement St.

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 payment to CBI Consulting, Inc. for two invoices totaling \$19,640.21, with the Clement Street invoice forwarded to DHCD for processing and the 630 Salem invoice paid from the CFP.

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

Nays: None

**E. SITE IMPROVEMENTS INC.**

The Board reviewed two requisitions from Site Improvements, Inc. for federal parking area improvements, one for \$20,425 dated April 22, 2019 and the other for \$88,826.90 dated May 21, 2019, to be paid by the Capital Fund. 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 Site Improvements, Inc. in the amounts of \$20,425 and \$88,826.90 to be paid by the Capital Fund for federal parking area improvements.

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

Nays: None

**F. MALDEN POLICE –INVOICES (5)**

The Board reviewed five (5) invoices from the Malden Police Department as follows:

Date:	Invoice No:	Amount:
5/10/19	20092	\$ 246.80
5/13/19	20103	493.60
5/16/19	20131	246.80
5/17/19	20147	246.80
5/21/19	20163	<u>246.80</u>
		\$1,480.80

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

VOTED: To approve and authorize payment to the Malden Police for the five (5) invoices submitted totaling \$1,480.80.

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

Nays: None

**G. MALDEN CONTRIBUTORY RETIREMENT**

The Board was presented a letter from the Malden Retirement Board in accordance with the (PERAC) Public Employee Retirement Administration Commission, funding schedule for the Fiscal Year 2020 indicating our appropriation is \$1,251,901.00 to be paid by July 1, 2019 in order to avoid interest.

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 payment to the Malden Contributory Retirement System in the sum of \$1,251,901 on or before July 1, 2019 to avoid interest charges for the Fiscal Year 2020.

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

Nays: None

**H. MASSNAHRO WAIT LIST WITH GOSECTION8**

The Board reviewed a license agreement and other documentation received from MassNAHRO relating to GoSection8 being designated system administrator of the Massachusetts Centralized Section 8 Housing Choice Voucher Wait List system of which MHA is a Member Agency. MHA must sign and return the license agreement and revise MHA's Section 8 Administrative Plan to reference the new contractual relationship between MassNAHRO and GoSection8, which is to be discussed as part of MHA's PHA Plan Public Hearing on June 11th. After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To recognize the new contractual relationship b and between MassNAHRO and GoSection8 and approve the license agreement and authorize the Executive Director to sign and return same to MassNAHRO on behalf of MHA.

**4. POLICIES AND CONTRACTS**

**A. WEGOWISE – RENEWAL OF CONTRACT**

The Board reviewed a contract extension request submitted by Procurement Director, Ed Fahey, seeking to extend MHA's Measurement and Verification Service contract with Wegowise for one year at a cost of \$11,013. 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 contract extension with Wegowise and authorize the Executive Director to sign such extension.

**5. REVIEW OF CHARITABLE REQUESTS**

**A. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC.**

The Board reviewed a request from The Malden Neighborhood Basketball League, Inc for a donation to their program, after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a donation of \$100 to the Neighborhood Basketball League, Inc.

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

Nays: None

**B. LITTLE LEAGUE CHALLENGER DIVISION 12**

The Board reviewed a request for a donation to the Little League Challenger Division 12 Baseball Program, after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve a donation to the Little League Challenger Division 12 Program in the amount of \$250 to be paid by the COCC.

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

Nays: None

**C. HOUSING FAMILIES INC. ("HFI") – BACKPACK DRIVE**

The Board considered a solicitation from HFI for their annual Backpack Drive in preparation for the next school year.

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

VOTED: To approve a donation of \$100 to HFI for its annual Backpack Drive to be paid by the COCC.

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

Nays: None

**6. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

**A.** The Board reviewed a "Thank you" letter from the Malden Police Department and the Malden Fire Department for MHA's donation of a trailer and pallet jack for the Annual MPD/MFD Public Safety Day to be held in October, 2019.

**B.** The Board reviewed a reminder about the upcoming NAHRO CONFERENCE to be held in Boston this year July 11 to July 13, 2019.

**C. MAHAMS INC.**

The Board was presented a flyer from MAHAMS, Inc. for their annual meeting and outing to be held June 21, 2019. The Executive Director requested that the MHA allow representative MHA staff to attend at MHA expense. After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve staff attendance at MHA expense to the Mahams Annual Meeting and Outing.

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

Nays: None

7. OPEN DISCUSSION

None.

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:35 PM



George N. Bayers, Acting Secretary