

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 2, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

**1. APPROVAL OF MINUTES OF APRIL 25, 2017**

The minutes April 25, 2017 were not yet available.

No further action was necessary.

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

None

**3. FINANCIAL MATTERS**

**A. MALDEN POLICE DEPARTMENT – INVOICES (4)**

The Board scrutinized four (4) invoices from the Malden Police Department for police details at Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/21/17	15567	\$664.23
04/25/17	15593	442.82
04/26/17	15615	221.41
04/28/17	15631	<u>442.82</u>
	TOTAL	<u>\$1,771.28</u>

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 the Malden Police Department in the total sum of \$1,771.28 for detail patrol coverage.

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

Nays: None

**B. MALDEN YMCA – INVOICES (2)**

Two (2) invoices from the YMCA both dated March 31, 2017 in the sums of \$2,323.96 for Linden and \$1,352.73 for the Newland Street After School Program 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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,323.96 for the Linden and \$1,352.73 for the Newland Street After School Programs.

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**C. NEW ENGLAND AFFORDABLE HOUSING MANAGEMENT ASSOCIATION (“NEAHMA”) – TRAINING**

The Board perused a flyer from NEAHMA for Managers and Maintenance Professionals training to be held in Foxboro, MA on Wednesday, May 17, 2017

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

VOTED: To approve and authorize travel and attendance at NEAHMA training in Foxboro for appropriate staff.

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

Nays: None

**D. WEGOWISE, INC. (“WEGOWISE”) – INVOICE**

An annual invoice dated April 27, 2017 from WegoWise in the amount of \$10,758.50 for utility reporting and tracking for the Federal developments and State properties 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 approve payment to WegoWise in the amount of \$10,758.50 for Federal and State utility reporting for MHA properties, with the state cost to be paid by the COCC.

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

Nays: None

**E. DIANE COHEN – INVOICE**

The Board reviewed an invoice dated May 1, 2017 from Diane Cohen in the sum of \$2,600 for consulting services, including Admissions and Continued Occupancy and Violence Against Women Act.

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

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$2,600 for consulting services to be paid by the COCC funds.

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

Nays: None

**F. SG RISK MANAGEMENT CONSULTING – INVOICE**

An invoice from SG Risk Management dated May 1, 2017 for insurance consultation and work performed on various insurance issues, in the amount of \$1,402.50 was analyzed by the Board.

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

VOTED: To authorize and approved payment to SG. Risk Management from COCC funds in the amount of \$1,402.50 for work on various insurance issues.

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

Nays: None

**G. KP LAW, P.C. – INVOICES (2)**

The Board studied two (2) invoices dated February 20, 2017 in the sum of \$18 and April 25, 2017 in the sum of \$324 from KP Law, P.C. for legal services for general employment issues.

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 KP Law, P.C. for legal services in the total sum of \$342 to be paid from COCC funds.

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

Nays: None

**H. PUBLIC STORAGE INVOICES (2)**

Two invoices from Public Storage dated April 28, 2017 for space numbers A1187 and A1199 in the monthly sum of \$453 each was examined by the Board. The rate reflects an increase effective June 1, 2017.

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 of the increase storage unit rent to Public Storage in the monthly total sum of \$906 to be paid from COCC funds.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

None

**7. OPEN DISCUSSION**

**A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) STREAMLINED ANNUAL PUBLIC HOUSING PLAN**

The Executive Director distributed HUD's Streamlined Annual PHA Plan for review and explained it would be presented at the upcoming Resident Advisory Board meeting.

No further action was necessary.

**B. GUYDER HURLEY – AUDIT MANAGEMENT LETTER**

A letter dated April 10, 2017 from Guyder Hurley transmitting the MHA's FY 2016 year-end audit was studied by the Board. It was noted that MHA needed to undertake a corrective action convincing the City to more timely perform revisions of future actuarial valuations for future MHA audits.

No further action was necessary.

Francis C. Boudrow joined the meeting.

**C. MASSACHUSETTS CERTIFIED PUBLIC PURCHASING OFFICIAL  
("MCPPO") – CLASS**

The Board examined a flyer from MCPPO for a course in Boston on May 23, 2017

No further action was necessary.

**D. AGING WITH DIGNITY CONFERENCE**

An email from Mystic Valley Elder Services announcing the upcoming Aging With Dignity Conference 2017 held by the Secretary of Elder Affairs at Holy Cross in Worcester MA on June 7, 2017 would be beneficial to MHA.

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

VOTED: To approve and authorize attendance at the Aging With Dignity Conference 2017 in Worcester, MA for appropriate staff.

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

Nays: None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:55 PM

  
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Mark A. Lawhorne, Acting Secretary