

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 10, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

**COMMISSIONERS**

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

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

**1. APPROVAL OF MINUTES OF SEPTEMBER 22, 2015 AND OCTOBER 13, 2015**

The minutes of September 22, 2015 and October 13, 2015 were presented to the Board.

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

**VOTED:** To approve the minutes of September 22, 2015 and October 13, 2015 as submitted.

**Ayes:** George N. Bayers, Francis C. Boudrow and Frank M. Molis.

**Nays:** None.

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

The Board reviewed the list of 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:** George N. Bayers, Francis C. Boudrow and Frank M. Molis.

**Nays:** None.

**3. FINANCIAL MATTERS**

Mark A. Lawhorne joined the meeting.

**A1. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2015-21**

The Salary Certification for the Executive Director for FY 2016 was examined by the Board.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-21** To certify and authorize the Commissioners and Executive Director to execute the salary certification for the Executive Director of MHA and that the attached contract is a true and accurate copy fully reflecting the total compensation for FY 2016 for the Executive Director of \$153,369 and submit to the Massachusetts Department of Housing and Community Development ("DHCD").

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

Nays: None.

**A2. SCHEDULE OF POSITIONS AND COMPENSATION FORM – RESOLUTION NO. 2015-22**

The Schedule of Positions and Compensation Form for the top five salaries of MHA staff for FY 2016 was analyzed by the Board.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-22** To approve the Schedule of Positions and Compensation Form for the top five salaries of MHA staff for FY 2016 and authorize the Executive Director to submit the same to DHCD.

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

Nays: None.

**A3. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2015-23**

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for consideration by the Board which certifies that MHA's compliance with Federal and State lead paint laws.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-23** To certify and authorize the Commissioners and Executive Director to execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and submit as follows:

1. Environmental Protection Agency ("EPA") regulations at 40 CFR 745 Subpart F "*Disclosure of Known Lead-Based Paint*

*and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,”*

2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725
3. EPA regulations at 40 CFR 745 Subpart E “*Residential Property Renovation,*”
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00; and

that MHA is maintaining proper record-keeping related to such requirements.

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

Nays: None.

**A4. CERTIFICATION OF STATE FINANCIAL STATEMENTS – RESOLUTION NO’S 2015-24, 2015-25 AND 2015-26**

The Executive Director informed the Board of the need to approve and certify the year-end financial statements for the State housing programs.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-24** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA’s State-Aided Housing Program Number 400-1 for the fiscal year ending September 30, 2015, including Form 051, are true, correct and complete to the best of their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to DHCD.

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

Nays: None.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-25** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA’s State-Aided Housing Program Number 689-C for the fiscal year ending September 30, 2015, including Form 051, are true, correct and complete to the best of

their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to DHCD.

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

Nays: None.

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

**RESOLVED AND VOTED: Resolution No. 2015-26** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA's State-Aided Housing Program - Massachusetts Rental Voucher Program ("MRVP") for year-end financial statements for the fiscal year ending September 30, 2015, including Form 051, are true, correct and complete to the best of their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to DHCD.

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

Nays: None.

Joan M. Chiasson joined the meeting.

**B. MALDEN YOUNG WOMEN'S CHRISTIAN ASSOCIATION ("YWCA") HOUSING ASSISTANCE PAYMENT ("HAP") CONTRACT**

The Executive Director reviewed the HAP contract which is a five (5) year extension to the current contract for subsidy of six units.

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

VOTED: To approve and authorize the Executive Director to execute the HAP contract with the YWCA.

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

Nays: None.

**C. S. I. SERVICES INC. ("SI") – INVOICE**

The Board considered the final invoice from SI dated October 30, 2015 requesting payment in the sum of \$4,047 for work completed to the roofs at the Linden development from damages sustained last winter.

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

VOTED: To approve and authorize payment to SI in the sum of \$4,047 for final work completed to the roofs at the Linden development.

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

Nays: None.

**D. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated November 2, 2015 from SG Risk in the sum of \$892.50 for insurance consulting services was analyzed by the Board.

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 payment to SG Risk in the sum of \$892.50 for insurance consulting services.

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

Nays: None.

**E. DIANE COHEN (“COHEN”) – INVOICE**

The Board studied an invoice dated November 3, 2015 for the months of September and October 2015 from Cohen for services in the sum of \$950, including hearing officer duties and Admissions and Continued Occupancy (“ACOP”) consulting.

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 Cohen in the sum of \$950 for hearing officer services and ACOP consulting.

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

Nays: None.

**F. ENLIGHTENED ENERGY CONSULTANTS (“EEC”) – INVOICE**

An invoice dated November 3, 2015 from EEC in the sum of \$3,900 for consulting services and oversight of the Energy Performance Contract (“EPC”) was perused by the Board.

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 payment to EEC in the sum of \$3,900 for EPC consulting services.

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

Nays: None.

**G. JAMES M. HENNESSEY – INVOICES (3)**

The Board examined three (3) invoices for inspectional services from James M. Hennessey as follows:

<u>Invoice Date</u>	<u>Period</u>	<u>Amount</u>
October 29, 2015	08/18/15 thru 08/27/15	\$2,193.75
November 3, 2015	09/03/15 thru 09/29/15	3,862.50
November 3, 2015	10/01/15 thru 10/19/15	<u>3,225.00</u>
	TOTAL	<u>\$9,281.25</u>

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 James M. Hennessey in the total sum of \$9,281.25 for inspectional services for the period of August 18, 2015 thru October 19, 2015.

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

Nays: None.

**H. MALDEN POLICE DEPARTMENT – INVOICES (2)**

Two (2) invoices from the Malden Police Department were scrutinized by the Board for police details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/16/15	12106	\$376
11/18/15	12207	<u>376</u>
	TOTAL	<u>\$752</u>

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 the Malden Police Department in the total sum of \$752.

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

Nays: None.

4. **POLICIES**

A. **MHA'S MOTOR VEHICLE TOWING PROCEDURE**

The Board had previously received the draft Motor Vehicle Towing Procedure Policy for review and the Executive Director explained it was consistent with the Malden Police Department's policy.

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 MHA's Motor Vehicle Towing Procedure Policy and have the Executive Director execute the same.

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

Nays: None.

B. **ACOP - AMENDMENT**

The Board received draft language amending Chapter 3 of the MHA's ACOP to allow the MHA's Executive Director or his/her designee to perform a review and assessment of the nature and extent of all incidents recited in an applicant's criminal records report, even if the same extend beyond the 10 year timeline hereinbefore established, and can, in his/her sole discretion based upon the total content of such report, deny such applicant's admission.

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 the Executive Director to amend Chapter 3 of the MHA's ACOP to allow the MHA's Executive Director or his/her designee to perform a review and assessment of the nature and extent of all incidents recited in an applicant's criminal records report, even if the same extend beyond the 10 year timeline hereinbefore established, and can, in his/her sole discretion based upon the total content of such report, deny such applicant's admission.

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

Nays: None.

**C. PROCUREMENT POLICY**

The Executive Director distributed the draft Procurement Policy for the Board's review.

No further action was necessary.

**5. CHARITABLE REQUESTS**

**A. NEWLAND STREET TENANTS' ASSOCIATION**

The Board reviewed a request for a contribution to the Newland Street Tenants' Association to help support Association activities for Newland Street families. The Executive Director recommended that any contribution be made from COCC funds.

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

VOTED: To approve and authorize a donation of \$1,000 from the COCC to the Newland Street Tenants' Association to support Association activities.

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

Nays: None.

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

A solicitation from the Malden Neighborhood Basketball League, Inc. was considered by the Board.

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

VOTED: To authorize and approve a \$50 contribution to the Malden Neighborhood Basketball League, Inc. from the COCC

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

Nays: None.

**6. CORRESPONDENCE AND NEWSLETTERS**

The Board received the following correspondence and newsletters:

- Mass/NAHRO News
- DHCD Capital Fund Plan
- CBI Consulting Inc. (Clement Street) Matrix
- MHA's Holiday Luncheon



7. **OPEN DISCUSSION**

None

**ADJOURNMENT**

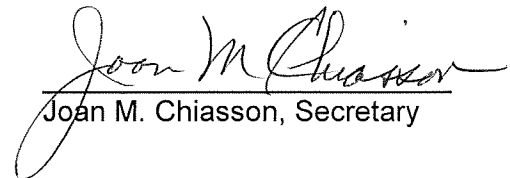
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 5:50 PM

  
Joan M. Chiasson, Secretary