

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 10, 2020 at 9:00 AM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING: George N. Bayers, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

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

1. APPROVAL OF MINUTES OF OCTOBER 27, 2020

The minutes of the meeting of October 27, 2020 were scrutinized to the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of October 27, 2020 as submitted.

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

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. SUBMISSION OF MHA'S FY2021 BUDGET WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") - RESOLUTION NO. 2020-08

Since only three (3) of MHA Commissioners were present at the Board's meeting of October 27, 2020 approving this resolution, the Executive Director requested the budget be voted on again.

MHA's FY 2021 Budget previously approved for submission to the U. S. Department of Housing and Urban Development ("HUD"), as prepared in accordance with the published Public Housing Budget Guidelines issued by DHCD, was reviewed by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2020-08** To approve MHA's FY 2021 Budget as prepared pursuant to DHCD's published FY2021 Budget

Guidelines and authorize Board Members and the Executive Director to sign all requisite, duly authorized budget certifications for the 400-1, Massachusetts Rental Voucher Program ("MRVP") and 689-C State Housing Programs, together with all other required documentation and to further authorize the Executive Director and the MHA's Fee Accountant to submit same to DHCD.

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

Nays: None

B. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2020-09

After the vote of October 27, 2020, the Salary Certification for the Executive Director for FY 2021 was considered again by the full Board.

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

RESOLVED AND VOTED: **Resolution No. 2020-09** To certify, authorize and approve the Board Chairperson to sign and the Executive Director to submit the MHA's FY 2021 Executive Director Salary Certification to DHCD and attach a true and accurate copy of the contract of employment between the MHA and the Executive Director fully reporting the Executive Director's total compensation.

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

Nays: None

C. CBI CONSULTING, LLC ("CBI") – INVOICES (2)

Two (2) invoices from CBI and both dated October 21, 2020 for construction administration for exterior insulation and finish systems ("EFIS") at 557 Pleasant Street in the sum of \$1,757.10 and for structural design of garage roof framing at Newland and Coleman Streets in the sum of \$4,800 were analyzed by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$1,757.10 for construction administration for EFIS at 557 Pleasant Street and payment to CBI in the sum of \$4,800 for structural design of garage roof framing at the Newland and Coleman Street developments and both to be paid by the Capital Fund.

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

Nays: None

D. UNICON INC. – INVOICE

The Board studied an invoice from Unicon Inc. dated November 3, 2020 for work completed the second floor deck repair project at 120 Mountain Avenue in the sum of \$42,085.66

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to Unicon Inc. in the sum of \$42,085.66 for completed work on the second floor deck repairs at 120 Mountain Avenue to be paid from Capital Funds.

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

Nays: None

E. UNICON INC. – CHANGE ORDER

Change Order No. 3 dated October 20, 2020 from Unicon Inc. for the 120 Mountain Avenue second floor repair project in the sum of \$8,875 was perused by the Board. The additional cost was for drywall repair due to unforeseen conditions in the sum of \$6,125 and the addition of COVID-19 safety protocols unknown at the time of bidding for the sum of \$2,750.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to execute the change order from Unicon Inc. in the sum of \$8,875 for the 120 Mountain Avenue second floor repair project increasing the total contract sum to \$216,893.66

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

Nays: None

F. YMCA – BID PROPOSAL

Edward Fahey, MHA's Director of Modernization and Procurement, submitted a bid dated November 4, 2020 from the YMCA for the total sum of \$123,796. An award of \$50,000 is for MHA's U.S. Department of Housing and Urban Development ("HUD") assisted public housing resident families, with \$73,796 awarded to provide After School Youth Development Program Services for children at MHA's Linden and Newland Street developments.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was

VOTED: To approve the sole bid received from the YMCA in the total sum of \$123,796 for HUD assisted public housing resident families and the After School Youth Development Program Services for children of MHA's Linden and Newland Street developments, as the most responsive and responsible bidder and authorize the execution of a contract in the same amount with an option to extend up to four (4) additional consecutive calendar years at MHA's sole discretion.

Ayes: George N. Bayers and Joan M. Chiasson

Abstain: Mark A. Lawhorne and Frank M. Molis

Nays: None

G. TERMINAL EXCHANGE – INVOICES (2)

The Board examined two (2) invoices from Terminal Exchange. The first in the sum of \$19,947.35 for completed work on the 630 Salem Street library room upgrade project and the second in the sum of \$26,034.55 for completed work on the upgrade of MHA's Information Technology ("IT") system, inclusive of servers and switches.

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

VOTED: To approve an authorize payment to Terminal Exchange in the total sum of \$45,981.90 for completed work at 630 Salem Street library room upgrade project and upgrade of MHA's IT system with payments to be allocated to AMP's served and the Central Office Cost Center ("COCC") account.

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

Nays: None

H. UNITED ELEVATOR COMPANY INC. ("UNITED ELEVATOR") – INVOICE

An invoice from United Elevator dated October 25, 2020 for work on the 557 Pleasant Street elevator rehabilitation project in the sum of \$39,893.07 was scrutinized by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to United Elevator for completed elevator work at 557 Pleasant Street in the sum of \$39,893.07 to be paid from Capital Funds.

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

Nays: None

I. JAMES M. HENNESSEY– INVOICE

The Board reviewed an invoice dated October 26, 2020 in the sum of \$660 from James M. Hennessey for a federal family grievance hearing.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to James M. Hennessey in the sum of \$660 for a federal family grievance hearing to be paid by MHA's HUD Public Housing Program.

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

Nays: None

J. DIANE COHEN– INVOICE

An invoice dated November 1, 2020 in the sum of \$850 from Diane Cohen for professional consulting services for the Occupancy Department and on the Admissions and Continued Occupancy Plan ("ACOP") 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 approve and authorize payment to Diane Cohen the sum of \$850 for professional consulting services to be paid by MHA's HUD Public Housing Program.

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

Nays: None

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

The Board analyzed an invoice dated November 2, 2020 from SG Risk in the sum of \$573.75 for risk management and insurance consulting services.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the sum of \$573.75 for consulting services with payment allocated against AMP's served and/or the Central Office Cost Center ("COCC").

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

Nays: None

L. ENGIE

The Executive Director requested the rescission and reformation of the Board's vote of approval, taken at the meeting of October 27, 2020, to enter into a contract with ENGIE for MHA's electric utility supply. The proposed revision would approve MHA entering into a five-year contract with ENGIE for electric utilities at a price of \$ 0.15523/Kwh, including the provision of "green" electricity, to MHA's federal properties and a price of \$ 0.10689/Kwh for electricity to MHA's state properties.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To rescind and reform the vote at the last meeting and confirm and approve the Executive Director to enter into the contract with ENGIE as stated above.

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

Nays: None

M. MALDEN POLICE – INVOICES (2)

The Board studied two (2) invoices from the Malden Police Department for police details at 120 Mountain Avenue and 89 Pearl Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/22/20	23353	\$263.65
11/03/20	23405	<u>527.30</u>
	TOTAL	<u>\$ 790.95</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$790.95 as listed above from the AMPs served.

4. POLICIES AND CONTRACTS

None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

The Executive Director informed the Board of COVID-19 issues with the Occupancy Department.

No further action was necessary.

ADJOURNMENT

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:50 AM

Frank M. Molis, Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 11/24/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED