

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 12, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

1. APPROVAL OF MINUTES OF OCTOBER 22, 2019

The minutes of the meeting of October 22, 2019 were presented to 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 the minutes of October 22, 2019 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

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None

3. FINANCIAL MATTERS

A. STATE BUDGET – FISCAL YEAR 2020

I. SUBMISSION OF MHA'S FY2020 BUDGET WITH CERTIFICATIONS AND FY2019 FISCAL YEAR END FINANCIAL REPORTS AND TENANTS' ACCOUNTS RECEIVABLES DATA WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") - RESOLUTIONS NO. 2019-06, 2019-07, 2019-08, 2019-09, 2019-10, 2019-11, 2019-12 AND 2019-13

The MHA's FY 2020 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 scrutinized by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2019-06** To approve MHA's FY 2020 Budget as prepared pursuant to DHCD's published FY2020 Budget Guidelines and including a wage increase for the Executive Director as determined by DHCD's Salary Tool, and to authorize the Executive Director and MHA's Fee Accountant to submit same to DHCD together with all requisite signed budget certifications and other documentation.

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

Nays: None

II. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2019-07

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 Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2019-07** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and certify compliance with the following:

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

Nays: None

III. SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2019-08

The Schedule of Positions and Compensation Form from DHCD detailing MHA's top five compensated wage earners for FY 2019 was reviewed by the Board.

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. 2019-08** To certify, authorize and approve the Schedule of Positions and Compensation for MHA's top five salary earners for FY 2019 and authorize the Executive Director to submit same to DHCD.

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

Nays: None

IV. CERTIFICATION OF YEAR END FINANCIAL STATEMENTS AND TENANTS ACCOUNTS RECEIVABLES DATA RESOLUTIONS NO. 2019-09, 2019-10 AND 2019-11

MHA's Year-End Financial Statements for the 400-1, 400-9 and Massachusetts Rental Voucher Program ("MRVP") public and assisted housing programs and MHA's Tenants Accounts Receivables ("TAR") application data for the fiscal year ending September 30, 2019 were reviewed by the Board. The Executive Director informed the Board of the need to approve and certify MHA's 2019 Fiscal Year-End Financial Statements and TAR data to DHCD.

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

RESOLVED AND VOTED: **Resolution No. 2019-09** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Housing Program Number 400-1 for the year-end financial statements, inclusive of MHA's Tenants' Accounts Receivables application data, for the fiscal year ending September 30, 2019 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

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

RESOLVED AND VOTED: Resolution No. 2019-10 To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Housing Program Number 400-9 for the year-end financial statements for the fiscal year ending September 30, 2019 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

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

RESOLVED AND VOTED: Resolution No. 2019-11 To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD for review and approval the Fiscal Year End certifications and all other required documentation for MHA's State-Aided Housing Program Number State-Aided Housing Program - MRVP for the year-end financial statements for the fiscal year ending September 30, 2019 and that they are true, correct and complete to the best of their knowledge and belief, and that the statements fairly and accurately represent the financial condition of the program.

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

Nays: None

V. FISCAL YEAR END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR – BOARD RESOLUTION 2019-12

The Fiscal Year End Financial Statement Certification form, inclusive of MHA's Fiscal Year End Development Modernization cost statement, in the name of the MHA's Fee Accountant and the Executive Director was submitted to the Board.

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

RESOLVED AND VOTED: **Resolution No. 2019-12** To certify, authorize on behalf of Malden Housing Authority and approve the Fiscal Year End Financial Statement Certification form, inclusive of MHA's Fiscal Year End Development Modernization cost statement, of the Preparer and Executive Director for FY 2019 and authorize the Executive Director to sign and submit same to DHCD.

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

Nays: None

VI. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2019-13

The Salary Certification for the Executive Director for FY 2019 was scrutinized by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2019-13** To certify, authorize and approve the Commissioners and Executive Director to execute and submit to DHCD the Executive Director salary certification 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: Mark A. Lawhorne, George N. Bayers, Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis

Nays: None

B. MHA BUDGET – CENTRAL OFFICE COST CENTER (“COCC”)

The Executive Director informed the Board of an accounting deficit in the COCC for FY 2019 and discussed the option to move general reserve funds internally to balance the COCC.

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

VOTED: To approve and authorize the Executive Director to move monies from general reserve funds to the COCC to balance the FY 2019 COCC budget.

Ayes: Mark A. Lawhorne, Francis C. Boudrow and Joan M. Chiasson

Abstain: Frank M. Molis and George N. Bayers

C. RICHARD D'AMBROSIA, INC. – INVOICE

The Board scrutinized an invoice dated November 1, 2019 from Richard D'Ambrosia, Inc. for construction of the new parking area at Rockland Avenue in the sum of \$6,555.

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 payment to Richard D'Ambrosia, Inc. in the sum of \$6,555 and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

D. CBI CONSULTING, LLC ('CBI') – INVOICE

An invoice dated October 31, 2019 from CBI in the sum of \$2,990 for asbestos and lead survey services by a sub-consultant (EFI Global, Inc.) for the Springdale development roof replacement was reviewed by the Board.

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 CBI in the sum of \$2,990 for asbestos and lead survey services for the Springdale roof replacement project and submit the same to the DHCD for processing.

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

Nays: None

E. CBI – AGREEMENT FOR CONSULTING SERVICES – NEWLAND

The Executive Director presented an Agreement for Consulting Services with CBI dated November 8, 2019 in the sum of \$38,340 for architectural and engineering design services associated with a new prefabricated building for vehicle and material storage at 275 Newland Street.

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 the Executive Director to execute an Agreement for Consulting Services with CBI for architectural and engineering design services for a new prefabricated annex building at 275 Newland Street for vehicle and material storage.

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

Nays: None

F. CBI – PROPOSAL – PLEASANT

The Board considered a proposal from CBI dated November 8, 2019 for survey, construction documents, bidding negotiation and contract administration for structural services with 557 Pleasant Street for the sum of \$26,438.

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

VOTED: To approve and authorize the Executive Director to contract with CBI in the sum of \$26,438 for survey, construction documents, bidding negotiation and contract administration for 557 Pleasant Street building envelope structural repairs.

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

Nays: None

G. CBI – INVOICE

An invoice dated October 22, 2019 in the sum of \$3,298.75 from CBI for engineering investigative services at 120 Mountain Avenue was analyzed by the Board.

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 CBI in the sum of \$3,298.75 for investigative services at 120 Mountain Avenue to be paid from MHA's Capital Fund.

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

Nays: None

H. CBI – INVOICE

The Board studied an invoice from CBI dated October 21, 2019 for contract administration in the sum of \$3,384 for exterior building envelope repairs at 630 Salem Street.

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 CBI in the sum of \$3,384 for engineering services for building envelope repairs of 630 Salem Street to be paid from MHA's Capital Fund.

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

Nays: None

I. CBI – INVOICE

An invoice dated October 22, 2019 from CBI in the sum of \$4,215.78 for construction management services and reimbursable expenses for the Clement Street rehabilitation project was perused by the Board.

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 CBI in the sum of \$4,215.78 for consulting services relating the Clement Street rehabilitation project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

J. HOMER CONTRACTING ("HOMER") – CHANGE ORDERS

Two (2) Change Orders from Homer, the first dated January 15, 2018 for additional materials associated with 630 Salem Street door sweeps and door chains in the sum of \$23,176, and the second dated October 3, 2019 for drains, PVC pipe escutcheon plates and drill bits in the sum of \$22,272 were examined by the Board. With the approval of the two (2) Change Orders, the total contract will be \$5,030,064.

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 two (2) change orders to the Homer contract in the sums of \$23,176 and \$22,272.

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

Nays: None

K. YMCA – INVOICES – (2)

The Board scrutinized two (2) invoices from the YMCA both dated September 30, 2019 in the sum \$2,261.12 for after school/summer programs at Linden and in the sum of \$2,142.33 for Newland Street programs.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,261.12 and \$2,142.33 for the Linden and Newland Street after school/summer programs.

Ayes: George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

L. YMCA – INVOICE

An invoice from the YMCA for MHA's Federal Public Housing Membership program dated November 4, 2019 in the amount of \$4,166.67 was reviewed by the Board.

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

VOTED: To approve payment of the YMCA's invoice in the amount of \$4,166.67 to be paid by the COCC for the provision of family memberships.

Ayes: George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

M. DIANE COHEN ("COHEN") – INVOICE

The Board considered an invoice dated November 1, 2019 in the sum of \$800 from Diane Cohen for hearing and Admissions and Continued Occupancy Plans ("ACOP") 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 Diane Cohen in the sum of \$800 for consulting services.

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

Nays: None

N. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

An invoice dated November 1, 2019 from SG Risk in the sum of \$1,508.75 for risk management and insurance consulting services was analyzed by the Board.

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 SG Risk in the sum of \$1,508.75 for consulting services.

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

Nays: None

O. JAMES M. HENNESSEY– INVOICE

The Board studied an invoice dated November 6, 2019 from James Hennessey for Section 8 applicant reviews and Federal/State informal hearings in the sum of \$2,430.

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

VOTED: To approve and authorize payment in the sum of \$2,430 to James M. Hennessey for services for Section 8 applicant reviews and Federal public housing informal hearings.

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

Nays: None

P. MALDEN POLICE DEPARTMENT – INVOICES (7)

Seven (7) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were perused by the Board, as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|-------------------|
| 10/22/19 | 21000 | \$1,054.60 |
| 10/24/19 | 21024 | 263.65 |
| 10/29/19 | 21056 | 263.65 |
| 10/30/19 | 21076 | 1,054.60 |
| 11/01/19 | 21088 | 263.65 |
| 11/05/19 | 21097 | 263.65 |
| 11/05/19 | 21100 | <u>527.30</u> |
| | TOTAL | <u>\$3,691.10</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 and authorize payment to the Malden Police Department in the total sum of \$3,691.10 as listed above from the AMPs served.

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

Nays: None

4. POLICIES

A. MHA – BY-LAWS

The Executive Director presented an excerpt to MHA By-Laws changing Article IV, Section 3 to include December as a month for only one regular meeting of the Board.

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

VOTED: To adopt the change to MHA By-Laws to have only one (1) Regular Board Meeting during the month of December.

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

Nays: None

B. ACOP AND ADMINISTRATIVE PLAN REVISIONS

The Executive Director presented Nan McKay and Diane Cohen's revisions to the ACOP and Administrative Plan for review. It was noted that many of the changes were ministerial and are updates required by the CFR and PIH notices, as well as corrections to text and formatting.

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

VOTED: To adopt the ACOP and Administrative Plan revisions and authorize uploading revised versions of each to the MHA's web-site.

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

Nays: None

C. LIMITED ENGLISH PROFICIENCY ("LEP") PLAN

MHA's revised LEP Plan as required by HUD to provide meaningful access to MHA programs was distributed to the Board for review and adoption.

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

VOTED: To revise MHA's LEP Plan to include a new form for applicant, resident and participant families for whom English is not the language of national origin to complete to request or decline professional translation services.

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

Nays: None

5. CHARITABLE REQUESTS

A. None

6. CORRESPONDENCE AND NEWSLETTERS

A. PUBLIC HOUSING OCCUPANCY, COMMISSIONER'S GUIDE AND HOTMA

A flyer from New England Regional Council NAHRO was distributed to the Board citing several training conferences to be held February 1 and February 2, 2020 at the Mohegan Sun Convention Center in Connecticut.

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

VOTED: To approve eligible travel, registration and attendance for appropriate staff and Commissioners at MHA's cost.

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

Nays: None

CORRESPONDENCE

- Malden Chamber of Commerce – Thank you
- MHA Annual Employee Performance Evaluation Form
- NAHRO Monitor – October 15, 2019

7. OPEN DISCUSSION

None

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 6:15 PM


Francis C. Boudrow, Secretary

SEAL