

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 13, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers, Acting Chairperson, Francis C. Boudrow and Joan M. Chiasson

COMMISSIONERS ABSENT: Frank M. Molis and Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF OCTOBER 23, 2018

The minutes of the meeting of October 23, 2018 were presented to the Board and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To authorize and approve the minutes of October 23, 2018.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. MEMORANDUM OF UNDERSTANDING ("MOU") – SUFFOLK MANOR RESIDENT ASSOCIATION ("SMRA") – RESOLUTION NO. 2018-12

The Executive Director presented the Board with a MOU between MHA and the newly-created SMRA and its by-laws.

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. 2018-12 To approve the terms of the MOU with SMRA, to authorize the Chairperson to execute the same and, to further direct and authorize the Executive Director to fund SMRA with the sum of \$1,000 from MHA's Central Office Cost Center ("COCC") funds.

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

Nays: None

B. NELCO WORLDWIDE ("NELCO") – CHANGE ORDER NO. 1

The Board had previously approved via email change order no. 1 dated October 25, 2018 from NELCO increasing the contract amount by \$91,707.17 to \$3,177,812.00

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

VOTED: To confirm the email approval and authorize change order no. 1 from NELCO in the sum of \$91,707.17 for the 14-16 Clement Street rehabilitation project to be paid by Massachusetts Department of Housing and Community Development ("DHCD") High Leverage Asset Preservation Program ("HILAPP") funding.

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

Nays: None

C. GCG ASSOCIATES, INC. ("GCG") – INVOICE

An invoice from GCG Associates dated November 5, 2018 in the sum of \$5,375 for the design of MHA parking areas and striping/re-numbering of same 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

VOTED: To approve and authorize payment to GCG in the sum of \$5,375 for design work on MHA parking areas to be paid from Capital Funds.

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

Nays: None

D. CASON'S EQUIPMENT COMPANY – INVOICE

The Board considered an invoice dated November 6, 2018 from Cason's Equipment Company for the purchase of two (2) Cheetah lawn mowers, Ariens snow thrower and snow cab in the sum of \$21,466.69. Cason's Equipment Company has a state contract for said equipment.

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 payment to Cason's Equipment Company for the purchase of two (2) Cheetah lawn mowers, Ariens snow thrower and snow cab for the total sum of \$21,466.69

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

Nays: None

E. BIDDOCS ONLINE – INVOICE

An invoice dated November 5, 2018 from BidDocs Online in the sum of \$775.19 for bid documents for Forestdale were analyzed by the Board.

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

VOTED: To authorize and approve payment to BidDocs Online in the amount of \$775.19 for Forestdale and submit the invoice to DHCD for payment.

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

Nays: None

F. NELCO – CONSTRUCTION CHANGE DIRECTIVE

The Board previously approved via email DHCD's Construction Change Directive dated **October 29, 2018** for the Clement Street rehabilitation project in an amount not to exceed \$123,510 for third floor dormer repairs.

VOTED: To confirm the email approval and authorize signing of DHCD's Construction Change Directive with a limit of \$123,510 for third floor dormer repairs for the Clement Street rehabilitation project.

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

Nays: None

G. S.I. SERVICES, INC – INVOICE

An invoice from S. I. Services, Inc. dated October 15, 2018 in the amount of \$25,700 for repairs to the roofs at the Linden Development was studied by the Board.

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 payment to S.I. Services, Inc. in the amount of \$25,700 for repairs to the roofs at the Linden Development to be paid from Capital Funds.

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

Nays: None

H. DIANE COHEN ("COHEN") – INVOICE

The Board perused an invoice dated November 1, 2018 in the sum of \$2,650 from Diane Cohen for consulting services for the Family Self-Sufficiency program ("FSS") and Admissions and Continued Occupancy Plans ("ACOP")

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

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$2,650 for consulting services to be further allocated to the appropriate cost center.

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

Nays: None

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

An invoice from SG Risk dated November 1, 2018 in the amount of \$1,105 for risk management consulting services was reviewed by the Board.

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 payment to SG Risk in the amount of \$1,105 for consulting services from COCC funds.

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

Nays: None

J. TRIANGLE, INC. - INVOICE

The Board scrutinized an invoice dated October 18, 2018 from Triangle, Inc. in the sum of \$1,950 for cleaning and maintenance services for the month of September at Pearl Street and Salem Street.

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

VOTED: To approve and authorize payment to Triangle, Inc. in the sum of \$1,950 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

K. YMCA – INVOICES – (2)

Two (2) invoices from the YMCA dated September 30, 2018 in the sum \$2,080.61 for after school/summer programs at Linden and dated November 1, 2018 in the sum of \$4,166.67 for Federal Public Housing memberships were considered by the Board.

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 payment to the YMCA in the amounts of \$2,080.61 for the Linden and \$4,166.67 for memberships.

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

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board analyzed four (4) invoices from the Malden Police Department for police details at 630 Salem Street and 120 Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/10/18	19243	\$246.80
10/31/18	19308	740.40
11/05/18	19321	493.60
11/13/18	19335	<u>493.60</u>
	TOTAL	<u>\$1,974.40</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$1,974.40 from the AMPs served.

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

Nays: None

M. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)

Three (3) invoices dated October 19, 2018 for the period July 1, 2018 through September 30, 2018 from GIC were studied by the Board for quarterly health insurance premiums. GIC enclosed a letter stating FY 2019 rates were applied to the previous quarter in error and have credited each invoice as follows:

	<u>Previously Paid</u>	<u>Current Rate</u>	<u>Adjustment</u>	<u>Net</u>
	<u>04/01/18</u>	<u>07/01/18</u>	<u>04/01/18</u>	<u>Adjustment</u>
	<u>thru</u>	<u>thru</u>	<u>thru</u>	<u>Due</u>
	<u>06/30/18</u>	<u>09/30/18</u>	<u>06-30-18</u>	<u>07/01/18</u>
				<u>thru</u>
				<u>09/30/18</u>
Retirees	\$ 54,984.62	\$ 53,123.55	\$ 1,438.50	\$ 54,562.05
Employees	197,309.07	202,948.93	(1,096.38)	201,852.55
Survivors	2,975.13	2,975.13	10.71	2,985.84
	<u>\$255,268.82</u>	<u>\$259,047.61</u>	<u>\$ 352.83</u>	<u>\$259,400.44</u>

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of \$259,400.44 for the period July 1, 2018 to September 30, 2018 subject to MHA's verification of adjustments.

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

Nays: None

N. NELCO – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated November 6, 2018 from NELCO in the sum of \$316,110.60 for the 14-16 Clement Street rehabilitation project was perused by the Board.

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 payment to NELCO in the sum of \$316,110.60 for the 14-16 Clement Street rehabilitation project and authorize the Executive Director to submit the invoice to DHCD for processing.

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

Nays: None

O. ALLEN & MAJOR – INVOICE

The Board examined an invoice dated November 9, 2018 in the sum of \$500 from Allen & Major for bidding for the Springdale incinerator demolition project.

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

VOTED: To approve and authorize payment to Allen & Major for bidding in the sum of \$500 and to allow the Executive Director to submit the same to DHCD for processing.

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

Nays: None

P. FAIR MARKET RENTS (“FMR”) – METRO AREA PAYMENT STANDARDS

The Executive Director distributed the MHA's FY 2019 Payment Standards by bedroom size based on HUD's Final published FY 2019 Fair Market Rents (FMRs) for all FMR Areas in which MHA administers vouchers in Massachusetts, other than the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, to confirm and ratify a previous vote taken at the September 11, 2018 Meeting of the Board implementing same as of December 1, 2018. The MHA is currently participating in an appeal of HUD's Final published FY2019 FMRs for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, which includes Malden, so will administer this Area based on MHA's FY 2018 Payment Standards until the appeal is determined by HUD. MHA's Payment Standards by bedroom size for all other jurisdictions in which MHA administers vouchers follows below:

LAWRENCE, MA HUD METRO FMR AREA:

STUDIO	1 BR	2 BR	3 BR	4 BR
\$920	\$1057	\$1357	\$1700	\$1834

BROCKTON, MA HUD METRO FMR AREA:

STUDIO	1 BR	2 BR	3 BR	4 BR
\$1027	\$1136	\$1475	\$1853	\$2155

LOWELL, MA HUD METRO FMR AREA:

STUDIO	1 BR	2 BR	3 BR	4 BR
\$1026	\$1179	\$1514	\$1897	\$2047

WORCESTER, MA HUD METRO FMR AREA:

STUDIO	1 BR	2 BR	3 BR	4 BR
\$864	\$946	\$1202	\$1506	\$1632

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

VOTED: To confirm, ratify, approve and accept as MHA's FY 2019 Payment Standards by bedroom size for the Lawrence, Brockton, Lowell and Worcester HUD Metro FMR Areas, HUD's Final published FY 2019 FMRs by bedroom size as MHA's for MHA's Section 8 voucher administration in these areas, effective December 1, 2018. MHA will continue to administer the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area according to MHA's FY 2018 Payment Standards until the appeal of HUD's FY 2019 FMRs for this Area is determined by HUD.

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

Nays: None

4. **POLICIES**

None

5. CHARITABLE REQUESTS

A. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE

A solicitation from The Malden Neighborhood Basketball League was examined by the Board.

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 a \$150 donation from the COCC to the Malden Neighborhood Basketball League

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. MOTIVATION, INC. – SECTION 3 COMPLIANCE CERTIFICATION COURSE

The Board was presented a notice and a schedule on Section 3 Level 100 and 200 Certification Course Training from Motivation Inc. The training course is scheduled for the week of January 7, 2019 in Clearwater Beach, FL.

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

VOTED: To approve and authorize the Executive Director, Director of Public Housing and Management to attend.

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

Nays: None

B. CORRESPONDENCE

- MHA Forestdale Residents – Holiday Luncheon
- Greater Malden Behavioral Health, Inc. – Elder Appreciation Breakfast
- Resident Board Member Training – Hopedale Housing Authority
- DHCD Public Housing Notice – 2018-21
- Office of the Inspector General – Board Training

7. OPEN DISCUSSION

None

ADJOURNMENT

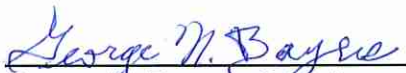
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:05 PM


George N. Bayers, Secretary