

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday November 21, 2017 at 5:45 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Acting Chairperson, George N. Bayers, Mark A. Lawhorne and Frances C. Boudrow

COMMISSIONERS ABSENT: Joan M. Chiasson

MHA STAFF: Stephen G. Finn, Executive Director and Deborah A. Lungo

1. APPROVAL OF MINUTES

There were 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 Frances C. Boudrow and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

**A. MASSACHUSETTS HOUSING AND COMMUNITY DEVELOPMENT ("DHCD")
BUDGET CERTIFICATIONS- RESOLUTION NO. 2017-08, 2017-09
AND 2017-10**

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

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

RESOLVED AND VOTED: Resolution No. 2017-08 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 for the fiscal year ending September 30, 2017, 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: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Frances C. Boudrow

Nays: None

RESOLVED AND VOTED: **Resolution No. 2017-09** 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 689-C for the year-end financial statements for the fiscal year ending September 30, 2017, 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.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frances C. Boudrow it was unanimously

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

Nays:

RESOLVED AND VOTED: **Resolution No. 2017-10** 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 State-Aided Housing Program - Massachusetts Rental Voucher Program ("MRVP") for the year-end financial statements for the fiscal year ending September 30, 2017, 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: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Frances C. Boudrow

Nays:

B. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2017-11

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 Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2017-11** 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: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Frances C. Boudrow

Nays:

C. SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2017-12

The Schedule of Positions and Compensation Form from DHCD detailing MHA's top five salary earners for FY 2017 was reviewed by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2017-12** To certify, authorize and approve the Schedule of Positions and Compensation for MHA's top five salary

earners for FY 2017 and authorize the Executive Director to submit same to DHCD.

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

Nays: None

D. FISCAL YEAR END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR – BOARD RESOLUTION 2017-13

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 Frances C. Boudrow and seconded by George N. Bayers, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2017-13** 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 2017 and authorize the Executive Director to sign and submit same to DHCD.

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

Nays: None

E. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2017-14

The Salary Certification for the Executive Director for FY 2017 was scrutinized by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2017-14** 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: Frank M. Molis, Mark A. Lawhorne, George N. Bayers and

Frances C. Boudrow

Nays: None

**F. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT AMENDMENT NO. 10 – CAPITAL WORK PLAN
5001 AND MODPHASE -- RESOLUTION 2017-15**

The Executive Director read a letter from DHCD seeking approval and authorization for MHA to revise DHCD Contract for Financial Assistance and Capital Improvement Work Plan No. 5001 for State-Aided Capital Improvement Housing Programs 165026, 165027, 165034, 165043, 165045, 165046, 165045, 165046, 165048 and 165050 to accept additional funding in the amount of \$2,599,256.56.

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

RESOLVED AND VOTED: **Resolution No. 2017-15** To Authorize and approve the Board Chairperson and the Executive Director to execute the revised Capital Improvement Housing Program contract documentation with and submit same to DHCD, with this Resolution shall take effect immediately.

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

Nays: None

G. PROJECT DOG – INVOICE

The Board reviewed an invoice #12955 dated November 6, 2017 from Project Dog, Inc. in the amount of \$975 which was for the 630 Salem Street balcony and exterior repairs online advertisement.

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

VOTED: To approve payment to Project Dog in the amount of \$975 to be paid by the CFP for the online advertisement of the 630 Street balcony and exterior repairs.

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

Nays: None

H. SHEKAR & ASSOCIATES, INC. – INVOICE

The Board was presented invoice #961178-1 from Shekar and Associates, Inc. dated 11/8/17 in the amount of \$13,025 for DHCD Project No. 165048 for the Pneumatic Thermostat zone valve replacement w/electric—asbestos abatement of pipe fittings @ 667—3 (bldgs. 3A, 3B & 3C) Forestdale.

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 Shekar & Associates for DHCD Project #165048 in the amount of \$13,025 for invoice #961178-1 dated November 8, 2017 and to authorize the Executive Director to submit same to DHCD for payment.

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

Nays: None

I. PROPOSAL FOR SINGLE ACT AUDIT SERVICES AND CONTRACT

The Board reviewed a memo from Edward Fahey, Director of Modernization and Procurement, detailing bids for single act audit services for a 3 year contract. The proposal bids for this are as follows:

Guyder Hurley, PC	\$94,200
McGladrey & Pullen	65,000

The Executive Director informed the Board that the low bidder was not selected by MHA due to having received a very poor recommendation from the Nashua (NH) Housing Authority Executive Director in vetting the bids.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To award the bid for MHA's single act audit services to Guyder Hurley, PC as the most responsive and responsible bidder in the sum of \$18,840 per year for an initial 3 year period, and in the total sum of \$37,680 for up to two fiscal year extensions, in MHA's sole discretion, and authorize the Executive Director to execute a contract with the Firm in accordance with their bid.

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

Nays: None

J. PROPOSAL FOR EMERGENCY GENERATOR/ATS PREVENTIVE MAINTENANCE SERVICE AND REPAIR AND CONTRACT

The Board reviewed a memo from Edward Fahey, Director of Modernization and Procurement, detailing bids for the Preventive Maintenance Service and Repair of the Generators/ATS are as follows:

FM Generator, Inc.	\$ 8,500
Weld Power Generator	13,410
ENER-G Rudox, Inc.	NR

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

VOTED: To award the bid to FM Generator, Inc with a proposal price of \$1,700 per contract year totaling \$8,500 for total of 5 years.

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

Nays: None

K. J.R.J. CONSTRUCTION COMPANY, INC. –INVOICE

The Board was presented a request for payment by J.R.J. Construction, Inc. dated 11/16/17 in the amount of \$6,800 for the repairs of the ceiling in a unit at 120 Mountain Avenue.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve payment to J.R.J. Construction Company, Inc. in the amount of \$6,800 for the repairs of the ceiling at 120 Mountain Avenue.

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

Nays: None

L. MINI MOVES, INC. – INVOICE

The Board was presented an invoice dated November 20, 2017 in the amount of \$810 from Mini Moves, Inc. for the relocation of clients and their furniture from 14 Clement Street to 13 Rockland Avenue prior to the start of the Clement Street HILAPP Rehabilitation project.

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

VOTED: To authorize and approve payment to Mini Moves, Inc. in the amount of \$810 from the COCC for the temporary relocation of DMH/Eliot clients and their belongings from 14 Clement Street to 13 Rockland Avenue prior to the commencement of the Clement Street HILAPP Rehabilitation project.

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

Nays: None

M. MALDEN YMCA – INVOICES (2)

The Board was presented two invoices from YMCA dated October 31, 2107, one for the Newland Street Development in the amount of \$2,493.06 and one for the Linden Development in the amount of \$1,649.65 for the After School Program.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2493.06 for the Newland Street and \$1649.65 for the Linden After School Programs.

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

N. MALDEN POLICE DEPARTMENT –INVOICES (8)

The Board considered eight (8) invoices from the Malden Police Department for police details at the Salem Street and Mountain Avenue were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/07/17	17002	\$1,295.70
11/08/17	17024	246.80
11/09/17	17033	246.80
11/13/17	17052	493.60
11/13/17	17068	370.22
11/15/17	17083	246.80
11/16/17	17098	246.80
11/20/17	17107	1,079.75
	TOTAL	<u>\$4,226.47</u>

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the amount of \$4,226.47 for details during the month of November to Salem Street and Mountain Avenue

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

Nays: None

O. THIS END UP FURNITURE COMPANY, INC. – INVOICE

The Board was presented an invoice from This End Furniture Company in the amount of \$13,238.80 dated September 11, 2017 for reupholstering common area furniture at Suffolk Manor, which proposal had been approved by the Board on July 11, 2017.

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

VOTED: To approve and authorize payment of \$13,238.80 for reupholstering common area furniture at 312 Bryant Street to This End Furniture Company, Inc.

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

Nays: None

P. MALDEN YMCA – INVOICE

The Board reviewed an invoice from the YMCA dated November 20, 2017 in the sum of \$4,166.67 for MHA Resident Family memberships and program services for the month of October 2017.

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

VOTED: To approve and authorize payment to the Malden YMCA from the COCC for the invoice No. 1017 in the amount of \$4,166.67 for resident family membership cost.

Ayes: Frances C Boudrow and George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

Q. MHA CHRISTMAS PARTY

The Executive Director discussed with the Board the details and budget for the upcoming MHA staff Holiday party.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frances C. Boudrow, it was unanimously

VOTED: To approve the expenditure of COCC funds in an amount not to exceed \$3,000, inclusive of a 20% gratuity for wait staff, for the MHA's Holiday party.

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

Nays: None

4. POLICIES AND CONTRACTS

A. TERMINAL EXCHANGE –TASK ORDER

The Board was presented Task Order #100716-2 in the amount of \$5,900 for Terminal Exchange to survey and review MHA's existing network drops and wiring, particularly in MHA's mid and high-rise buildings, for the purpose of creating a work plan allowing for wifi expansion throughout MHA's buildings.

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

VOTED: To approve Task Order #100716-2 in the amount of \$5,900 and authorize the Executive Director to sign same on behalf of MHA.

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

Nays: None

B. MHA SECTION 8 ADMINISTRATIVE PLAN REVISION

The Board reviewed a proposed revision to the MHA's Section 8 Administrative Plan clarifying and defining when MHA may exercise the option to add additional units to existing HAP contracts, in accordance with regulation.

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

VOTED: To approve the revision to the MHA's Section 8 Administrative Plan, clarifying and defining when MHA may exercise the option to add additional units to existing HAP contracts, in accordance with regulation.

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

Nays: None

C. EPC SOLUTIONS

The Board reviewed the quote in the amount of \$2,425 provided by EPC Solutions to perform a compliance analysis and review of Siemens proposed HUD Operating Fund EPC Savings Report prior to the MHA's obligation to submit same to HUD in April, 2018.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve EPC's Solutions quote in the amount of \$2,425 to perform a compliance analysis and review of Siemens proposed HUD Operating Fund EPC Savings Report prior to the MHA's obligation to submit same to HUD in April, 2018, and authorize the Executive Director to contract with the Company in that amount, with the invoice to be paid by the COCC.

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

Nays: None

D. MHA COMMUNITY ROOM RESERVATION POLICY

The Board discussed the revision of the MHA's Community Room Reservation Policy as proposed by the Executive Director on behalf of MHA Public Housing Director, Jen Carlson.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To revise the MHA's Community Room Reservation Policy as proposed.

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

Nays: None

5. CHARITABLE REQUESTS

A. 630 SALEM STREET CLUB

The Executive Director submitted a letter dated November 16, 2017 from the president of the 630 Salem Street Club requesting a donation for activities during the holiday season, together with bank statements for the club.

After due discussion and upon motion duly made by Frances C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve a \$1,000 contribution to the 630 Salem Street Club from the COCC.

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

Abstain: George N. Bayers

Nays: None

B. NEWLAND STREET TENANTS' ASSOCIATION

The Board scrutinized a request for a contribution to the Newland Street Tenants' Association together with not having any bank statements to see for the Association's activities.

The Board wants to see the bank statements for the last 12 months with receipts to bring it up to date before they make a decision. They would consider donating up to \$500.00 when the account is brought up to date.

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

VOTED: To consider donating up to \$500.00 to the Newland Street Tenants Association when the account is brought up to date.

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

Nays: None

C. MALDEN CYCLONES

The Board received a request from the Malden Pop Warner Cheerleading Team "The Malden Cyclones" for a donation in their efforts to raise money to attend the playoffs in Orlando, Florida

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 a donation of \$100 from the COCC to go to the Malden Cyclones for their playoff trip to Orlando, Fl.

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

Nays: None

D. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE

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

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a \$150 donation from the COCC to the Malden Neighborhood Basketball League

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

Nays: None

E. MVES

A solicitation from MVES was analyzed by the Board.

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

VOTED: To authorize and approve a \$150 donation from the COCC to MVES.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- A. Thank you from Triangle, Inc. for donation
- B. Newsletter on training through HAB
- C. Newsletter from RCAT Meeting
- D. Nahro Monitor Newsletter

7. OPEN DISCUSSION

None.

ADJOURNMENT


After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To Recess

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

Nays: None

Recessed at 6:40 PM



Mark A. Lawhorne, Secretary