

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 24, 2020 at 5:00 PM 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 and William P. Hurley

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF NOVEMBER 10, 2020**

The minutes of the meeting of November 10, 2020 were scrutinized to the Board. It was brought to the attention of the Board that the date of the draft meeting minutes was incorrect (November 9, 2020) and needed to be amended.

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

VOTED: To amend the minutes of November 10, 2020 by correcting the date of the meeting and approve the minutes.

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

Nays: None

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

The Massachusetts Rental Voucher Program ("MRVP") and "Section 8" payments for the month of October 2020 totaling \$1,298,758.68 and the Revolving Fund Check payments for the month of October 2020 totaling \$1,589,158.31 was examined 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 the bills and checks for October 2020.

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

Nays: None

### 3. FINANCIAL MATTERS

#### A. MASSACHUSETTS CHAPTER OF NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ('MASS/NAHRO'S) CHAMP ASSISTANCE TEAM ("MCAT") – PARTICIPATION AGREEMENT.

The Board was polled by the Executive Director, by email on November 4, 2020, requesting MHA's participation in Massachusetts Department of Housing Community Development ("DHCD's") MCAT initiative which was recommended by MHA's Occupancy department. MassNAHRO will assist DHCD with eliminating much of the wait list backlog by vetting applicant families who claim priority status. In Phase 1 DHCD will send letters to all 17,000 priority status applicant families to vet the status. Phase 2 would require MHA to pay a monthly user-fee (to be determined based on participation) and approximately \$0.50 per letter sent to any applicant who claims priority status.

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

VOTED: To confirm the poll approval of MHA's participation in DHCD's MassNAHRO MCAT initiative and authorize the Executive Director to sign a two (2) year contract for this service.

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

Nays: None

#### B. CBI CONSULTING INC. ("CBI") – AMENDMENT TO CONTRACT

The Executive Director received approval via email poll sent to the Board on November 18, 2020 for CBI's amendment to its design contract with MHA on the \$6.7 million Forestdale ModPhase project. DHCD is requesting MHA to approve the Amendment's in its CapHub system so we can move forward with the issue of resident relocation which will likely be required by the project. CBI proposes a fee increase of \$111,780 for construction document phase approval, construction contract awards and substantial completion of construction increasing the amended budget to \$6,986.169.

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

VOTED: To confirm the poll approval of the amendment to CBI's Design Contract on MHA's Forestdale ModPhase project, increasing design costs by \$111,780 and authorize the Executive Director to sign the Amendment documentation and submit the same to DHCD through CapHub.

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

Nays: None

**C. DIANE COHEN – INVOICE**

The Board was polled by the Executive Director, via email on November 18, 2020, recommending payment to Diane Cohen for a past invoice dated April 1, 2019 for the month of March 2019 in the sum of \$1,450 for professional consulting services for the Family Self-Sufficiency Action Plan and Admissions and Continued Occupancy Plan ("ACOP").

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

VOTED: To confirm poll approval to pay a past outstanding invoice dated April 1, 2019 from Diane Cohen in the amount of \$1,450 for professional consulting services for the month of March 2019 with payment allocated against MHA's HUD Public Housing Program and the Central Office Cost Center ("COCC")

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

Nays: None

**D. SUBMISSION OF MHA'S FY2021 CERTIFICATIONS TO DHCD**

The Executive Director informed the Board that MHA's Fiscal Year End 2020 Financial and other information, inclusive of MHA's Top 5 Compensated Employee Report which had been revised to correct errors in two (2) maintenance employees compensation information and emailed to the Board earlier in the day, required approval and authorization for Board Members and the Executive Director to sign all required Certifications and for the Executive Director, Finance Director and Fee Accountant to submit all of same to DHCD through HAFIS (Housing Authority Financial Information System).

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 Board Members and the Executive Director to sign all required Certifications and for the Executive Director, Finance Director and MHA's Fee Accountant to submit MHA's Fiscal Year End 2020 Financial and other Information and Certifications in ("HAFIS") pursuant to the Board Resolutions that follow.

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

Nays: None

**D.1. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2020-10**

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

**RESOLVED AND VOTED:** **Resolution No. 2020-10** 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 verify 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: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

**D.2. SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2020-11**

The Schedule of Positions and Compensation Form from DHCD detailing MHA's top five compensated wage earners for FY 2021 was reviewed by the Board.

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

**RESOLVED AND VOTED:** **Resolution No. 2020-11** To certify, authorize and approve the Schedule of Positions and Compensation for MHA's top five salary earners for FY 2021 and authorize the Executive Director to submit same to DHCD.

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

Nays: None

**D.3. CERTIFICATION OF YEAR END FINANCIAL STATEMENTS AND TENANTS ACCOUNTS RECEIVABLES DATA RESOLUTIONS NO. 2020-12, 2020-13 AND 2020-14**

MHA's Year-End Financial Statements for the 400-1, 400-9 and MRVP public and assisted housing programs and MHA's Tenants Accounts Receivables ("TAR") application data for the 400-1 program for the fiscal year ending September 30, 2020 were reviewed by the Board. The Executive Director informed the Board of the need to approve and certify MHA's 2020 Fiscal Year-End financial statements for each program and TAR data for the 400-1 Program to DHCD

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

**RESOLVED AND VOTED:** **Resolution No. 2020-12** 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, 2020 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: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

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

**RESOLVED AND VOTED:** **Resolution No. 2020-13** 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, 2020 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: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

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

**RESOLVED AND VOTED:** **Resolution No. 2020-14** 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, 2020 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: George N. Bayers, Joan M. Chiasson, Frank M. Molis and William P. Hurley

Nays: None

**D.4. FISCAL YEAR END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR – BOARD RESOLUTION 2020-15**

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

**RESOLVED AND VOTED:** **Resolution No. 2019-15** 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 2021 and authorize the Executive Director to sign and submit same to DHCD.

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

Nays: None

**E. CHAPMAN WATERPROOFING COMPANY, INC. ("CHAPMAN") – INVOICES (2)**

Two (2) applications for payment both dated November 11, 2020 from Chapman for work on the exterior insulation and finish systems ("EFIS") project at 557 Pleasant Street for the sums of \$9,072.50 and \$12,958.28 were analyzed by the Board.

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

VOTED: To approve and authorize payment to Chapman for two applications for payment for completed EFIS project work at 557

Pleasant Street in the sums of \$9,072.50 and \$12,958.28 to be paid from Capital Funds.

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

Nays: None

**F. UNICON INC. – INVOICE**

The Board studied an invoice dated November 18, 2020 from Unicon Inc. for work completed on the 120 Mountain Avenue second floor repair project in the sum of \$18,625.

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

VOTED: To approve, authorize the Executive Director to sign the requisition and pay Unicon Inc. for work on the 120 Mountain Avenue second floor repair project in the sum of \$18,625 to be paid from Capital Funds.

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

Nays: None

**G. ALMAR LLC (“ALMAR”) – INVOICE**

An invoice dated November 18, 2020 from Almar for work on the AMP 1 roof replacement project in the sum of \$108,836.75 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, authorize the Executive Director to execute the requisition and pay Almar the sum of \$108,836.75 for work on the AMP 1 roof replacement project to be paid from Capital Funds.

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

Nays: None

**H. MALDEN POLICE DEPARTMENT – INVOICES (6)**

The Board examined six (6) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were perused by the Board, as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u>     |
|--------------|--------------------|-------------------|
| 11/04/20     | 23426              | \$1,318.25        |
| 11/05/20     | 23443              | 263.65            |
| 11/13/20     | 23519              | 1,054.60          |
| 11/13/20     | 23539              | 395.43            |
| 11/17/20     | 23567              | 790.95            |
| 11/18/20     | 23593              | <u>263.65</u>     |
|              | TOTAL              | <u>\$4,086.53</u> |

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 the Malden Police Department in the total sum of \$4,086.53 as appropriate from the AMP's served.

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

Nays: None

#### 4. POLICIES AND CONTRACTS

##### A. DHCD PUBLIC HOUSING NOTICE 2020-39 – VICTIMS OF DOMESTIC VIOLENCE AND SEXUAL ASSAULT – AMENDMENTS

The Executive Director discussed DHCD Public Housing Notice 2020-39 dated November 19, 2020 and the amendments to be included on all new leases.

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

VOTED: To approve and adopt DHCD's Public Housing Notice 2020-39 and incorporate into MHA's public housing lease templates, inclusive of attachments A, B and C.

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

Nays: None

#### 5. CHARITABLE REQUESTS

None

#### 6. CORRESPONDENCE AND NEWSLETTERS

None



**7. OPEN DISCUSSION**

**A. DHCD PUBLIC HOUSING NOTICE 2020-37 – MHA’S STATE PUBLIC HOUSING INSURANCE RENEWAL**

The Executive Director informed the Board that DHCD’s insurance renewal invoice would be coming due in December. DHCD’s Public Housing Notice 2020-37 summarized the insurance renewal overview.

No further action was necessary.

**B. DECEMBER 2020**

The Executive Director informed the Board that there would be no MHA Holiday party this year due to COVID-19 and that there would be one (1) meeting of the Board for the month of December, scheduled for December 15, 2020.

No further action was necessary.

**ADJOURNMENT**

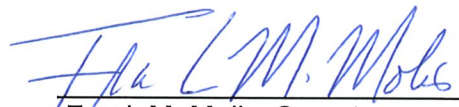
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM

  
Frank M. Molis, Secretary

SEAL

**THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 12/15/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED**