

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 26, 2019 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, Joan M. Chiasson and Frank M. Molis

COMMISSIONER ABSENT: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF NOVEMBER 12, 2019**

The minutes of the meeting of November 12, 2019 were presented to the Board.

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

VOTED: To approve the minutes of November 12, 2019 as submitted.

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

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. CBI CONSULTING INC. ("CBI") – INVOICES (2)**

The Board scrutinized two (2) invoices from CBI. The first invoice was dated November 14, 2019 for construction contract administration and sub-contract consultant cost in the sum of \$5,013 for exterior building envelope repairs at 630 Salem Street. The second invoice was also dated November 14, 2019 for sub-contract consultant services and costs in the sum of \$9,055.88 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project.

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 payment to CBI in the sum of \$5,013 for consulting services for building envelope repairs of 630 Salem Street to be paid from MHA's Capital Fund and approve and

authorize payment to CBI in the sum of \$9,055.88 for sub-contract consultant services for the Clement Street HILAPP rehabilitation project and authorize the Executive Director to submit the same to the Massachusetts Department of Housing and Community Development (“DHCD”) for processing.

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

Nays: None

**B. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 16**

An invoice from Homer Contracting, Inc., Requisition No. 16 dated November 7, 2019 in the sum of \$188,575 for work on the 630 Salem Street building envelope project 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

VOTED: To approve and authorize payment to Homer Contracting, Inc. from MHA’s Capital Fund in the sum of \$188,575 for work on the 630 Salem Street building envelope project.

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

Nays: None

**C. TRIANGLE, INC. - INVOICE**

The Board considered an invoice dated November 12, 2019 from Triangle, Inc. in the sum of \$5,344 for cleaning and maintenance services for the month of October at Pearl, Salem Street and Mountain Avenue.

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

VOTED: To approve and authorize payment to Triangle, Inc. in the sum of \$5,344 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

**D. MALDEN REDEVELOPMENT AUTHORITY (“MRA”) – ENVIRONMENTAL REVIEW – INVOICE**

An invoice dated November 12, 2019 from the MRA for environmental review of MHA’s Annual and 5 Year Capital Plan in the sum of \$1,500 for the period September 18, 2019 through November 7, 2019 as required by the U.S. Housing and Urban Development (“HUD”) was analyzed by the Board.

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

VOTED: To authorize and approve payment in the sum of \$1,500 to the MRA for environmental review services of MHA’s 5 Year Capital Plan to be paid from Capital Funds.

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

Nays: None

**E. REQUEST FOR PROPOSAL – TREE REMOVAL**

The Board studied a single bid proposal for tree and debris removal services for the Springdale Development from Pathfinder Tree Service LLC in the sum of \$6,500.

Edward Fahey, MHA’s Director of Modernization and Procurement, recommended that the bid be awarded to Pathfinder Tree Service LLC as the most responsive and responsible bidder.

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

VOTED: To approve and award the contract for tree and debris removal services to Pathfinder Tree Service LLC as the most responsible and responsive bidder and authorize the Executive Director to execute a contract with the Company in that amount.

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

Nays: None

**F. MYSTIC VALLEY ELDER SERVICES (“MVES”) – INVOICES (4)**

Initially, two (2) invoices from MVES, both dated October 18, 2019 for September 2019 services were perused by the Board. The first invoice is in the sum of \$89.07 for services at Forestdale and the second, in the sum of \$12,692.33 for resident service coordinators at various federal developments. The Board also examined two (2) invoices from MVES, both dated November 20, 2019 for October 2019 services. The first is in the sum of \$89.07 for Forestdale services and the second in the sum of \$13,010.01 for resident service coordinators at various federal developments.

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

VOTED: To approve and authorize payment to MVES in the sums of \$12,692.33 and \$13,010.01 from the Federal Amps served of \$89.07 and \$89.07 from General Reserve ("GR") funds.

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

Nays: None

**G. 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>
11/06/19	21117	263.65
11/06/19	21126	65.91
11/15/19	21162	1,318.25
11/21/19	21213	527.30
11/25/19	21231	263.65
11/25/19	21236	263.65
	TOTAL	<u>\$2702.41</u>

After due discussion and upon motion duly made by Francis C. Boudrow 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 \$3,229.71 as listed above from the AMPs served.

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

Nays: None

**H. 557 PLEASANT STREET ELEVATORS – PROPOSAL**

The Board examined a bid proposal from United Elevator Company, Inc. for the (near gut) rehabilitation of four (4) elevators at 557 Pleasant Street, including electrical, HVAC, fire and waterproofing improvements for the total sum of \$774,000.

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 award the contract for rehabilitation of the elevators at 557 Pleasant Street for the sum of \$774,000 to United Elevator Company, Inc. in accordance with a task order scope of work issued by MHA.

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

Nays: None

**I. OPERATING COST ADJUSTMENT FACTORS ("OCAF") - MASSACHUSETTS RENTAL VOUCHER PROGRAM ("MRVP")**

The Executive Director explained that HUD has raised its OCAF to 3.3% effective February 11, 2020 which is utilized in calculating rent increases for project-based MRVP vouchers.

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

VOTED: To authorize MHA to accept and implement an increase of 3.3% for rent-increase administration of MRVP project-based units effective February 11, 2020.

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

Nays: None

**4. POLICIES**

**A. RADON POLICY AND PROCEDURE**

The Board discussed radon level guidelines established by the U.S. Environmental Protection Agency ("EPA") and reviewed MHA's proposed Radon Policy and Procedure. The Policy requires testing only upon receipt of a complaint, or subject to HUD requiring comprehensive testing or HUD funding of such testing in the future.

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

VOTED: To adopt the Radon Policy and Procedure as presented.

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

Nays: None

## 5. CHARITABLE REQUESTS

### A. SUFFOLK MANOR RESIDENT ASSOCIATION

The Executive Director submitted a letter dated November 21, 2019 from the president of the Suffolk Manor Resident Association requesting a donation to the Association.

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

VOTED: To authorize and approve a \$2,000 contribution to the Suffolk Manor Resident Association from General Reserve (GR) funds.

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

Nays: None

### B. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE

A solicitation dated November 3, 2019 from the Malden Neighborhood Basketball League was considered by the Board.

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 a \$150 donation from the General Reserve (GR) to the Malden Neighborhood Basketball League.

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

Nays: None

## 6. CORRESPONDENCE AND NEWSLETTERS

- Bread of Life – Thank you
- 2020 Commissioners' Conference
- Malden Rotary – 100<sup>th</sup> Anniversary
- MHA's Holiday Party flyer

## 7. OPEN DISCUSSION

None

**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, Francis C. Boudrow, Joan M. Chiasson  
and Frank M. Molis

Nays: None

Adjourned at 5:50 PM

  
Francis C. Boudrow, Secretary

SEAL