

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 27, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Chariperson, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF NOVEMBER 13, 2018

The minutes of the meeting of November 13, 2018 were presented to the Board and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of November 13, 2018.

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

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. SUBMISSION OF MHA'S FY 2019 BUDGET WITH CERTIFICATIONS AND FY 2018 FISCAL YEAR END FINANCIAL REPORTS AND TENANTS' ACCOUNTS RECEIVABLES DATA WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") - RESOLUTIONS NO. 2018-13, 2018-14, 2018-15 AND 2018-16

The MHA FY 2019 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 Francis C. Boudrow and seconded by Joan M. Chiasson, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2018-13** To approve MHA's FY 2019 Budget as prepared pursuant to DHCD's published Budget Guidelines and authorize the Executive Director and MHA's Fee Accountant to submit the same to DHCD together with all requisite budget certifications and other documentation.

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

Nays: None

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 Joan M. Chiasson and seconded by George N. Bayers, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2018-14** 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 400-1 for the year-end financial statements, inclusive of Tenants' Accounts Receivables data, for the fiscal year ending September 30, 2018 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

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

RESOLVED AND VOTED: **Resolution No. 2018-15** 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, 2018 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

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

RESOLVED AND VOTED: **Resolution No. 2018-16** 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, 2018 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

B. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2018-17

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 Francis C. Boudrow, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2018-17** 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

C. SCHEDULE OF POSITIONS AND COMPENSATION – RESOLUTION NO. 2018-18

The Schedule of Positions and Compensation Form from DHCD detailing MHA's top five compensated wage earners for FY 2018 was reviewed by the Board.

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. 2018-18** To certify, authorize and approve the Schedule of Positions and Compensation for MHA's top five salary earners for FY 2018 and authorize the Executive Director to submit same to DHCD.

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

Nays: None

D. FISCAL YEAR END CERTIFICATION OF PREPARER AND EXECUTIVE DIRECTOR – BOARD RESOLUTION 2018-19

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

RESOLVED AND VOTED: **Resolution No. 2018-19** 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

E. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2018-20

The Salary Certification for the Executive Director for FY 2018 was considered by the Board.

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

RESOLVED AND VOTED: Resolution No. 2018-20 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, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

F. HOMER CONTRACTING, INC. – INVOICE

The Board via electronic mail on October 25, 2018 had approved Requisition No. 6 in the amount of \$330,770.05 from Homer Contracting, Inc. for the building envelope project at 630 Salem Street.

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

VOTED: To confirm the electronic vote and approve and authorize payment to Homer Contracting for the amount of \$330,770.05 for the Salem Street project from the Capital Fund.

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

Nays: None

G. HOLIDAY SCHEDULE

The Executive Director had surveyed the Board by email on November 1, 2018 about the holiday schedule for MHA's employees noting that the previous vote on the holiday schedule omitted the one-half day off for shopping customarily granted in past years.

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

VOTED: To confirm and approve the City's holiday schedule for MHA, including the additional one-half day for shopping to be taken,

subject to supervisor's approval, between November 26, 2018 and December 31, 2018.

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

Nays: None

H. DEVANEY ENERGY – OIL CONTRACT

The Board was polled by email on November 1, 2018 with a recommendation from the Modernization & Procurement Director to award a bid for a fixed price oil contract at \$2.85 per gallon beginning November 1, 2018 through the heating season for MHA's scattered site properties to Devaney Energy and authorize the Executive Director to contract.

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 bid award to Devaney Energy as the most responsive and responsible bidder for its bid in the amount of \$2.85 per gallon for oil to heat MHA's scattered site properties during the 2018-2019 heating season and to authorize and approve the Executive Director to execute a contract.

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

Nays: None

I. DHCD FY 2021 FORMULA FUNDING AWARD– RESOLUTION NO. 2018-11

A letter dated May 31, 2018 from DHCD awarding MHA \$248,382 in Formula Funding for FY 2021 was perused by the Board.

VOTED: To approve and accept the award from DHCD for FY 2018 in the sum of \$280,160 in Formula Funding, including the asbestos abatement.

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

RESOLVED AND VOTED: Resolution No. 2018-11 To approve and accept the award from DHCD for FY 2021 in the sum of \$248,382 in Formula Funding and to authorize the Executive Director to contract for Capital Improvement Work Plan for State-aided Capital Improvement work Plan 5001- 165040 and 165048 Housing Program 667-3.

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

Nays: None

J. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Board reviewed three invoices all dated November 14, 2018 from CBI as follows: (1) construction contract administration in the sum of \$4,230 for exterior building envelope repairs at 630 Salem Street; (2) \$10,556 for construction management and clerk services for the 14-16 Clement Street rehabilitation project; and (3) \$1,284 for post-completion/warranty of concrete steps at 275 Newland Street.

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 \$4,230 for construction administration for building envelope repairs of 630 Salem Street to be paid from the Capital Fund Program (CFP); in the sum of \$10,556 for construction management services for the 14-16 Clement Street rehabilitation project to be submitted to DHCD for processing; and for \$1,284 for post-completion of the concrete steps at 275 Newland Street to be paid from CFP.

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

Nays: None

K. COMFORT SYSTEMS USA – BCM CONTROLS CORPORATION ("BCM")- SERVICE AGREEMENT PROPOSAL

A service agreement proposal dated November 15, 2018 in the sum of \$5,685 for the annual service agreement for the security system at Newland Street was considered 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 and authorize the annual service agreement for the security system at Newland Street in the sum of \$5,685.

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

Nays: None

L. BCM – SERVICE AGREEMENT PROPOSAL

The Board analyzed a service agreement proposal dated November 15, 2018 in the sum of \$15,568 for the annual service agreement for the security system at 557 Pleasant 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 the annual service agreement for the security system at 557 Pleasant Street in the sum of \$15,568.

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

Nays: None

M. YMCA – INVOICES – (2)

Two (2) invoices from the YMCA dated October 31, 2018 in the sum \$1,017.14 for after school/summer programs at Linden and dated October 31, 2018 in the sum of \$1,654.15 for Newland Street where studied by the Board.

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 \$1,017.14 and \$1,654.15 for the Linden and Newland Street after school/summer programs.

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

Nays: None

Abstain: Frank M. Molis

N. MAESTRANZI BROS, INC. – PROPOSAL

The Board perused a Purchase Order from Maestranzi Bros, Inc. for grounds equipment in the sum of \$24,450. The Procurement Director requested the rescission of the previous vote with Cason's Equipment Company for the same equipment because Cason's changed its conditions and delivery which were unacceptable.

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 rescission of the prior vote for Cason's Equipment Company and approve and authorize the purchase of the grounds equipment from Maestranzi Bros, Inc. as the most responsive and responsible bidder in the sum of \$24,450 and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

O. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES, both dated November 16, 2018 for the month of October 2018 in the sum of \$13,761.85 for resident service coordinators at the federal developments and of \$93.54 for coverage of a Forestdale event was examined 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 MVES in the sums of \$13,761.85 from the Federal AMP's served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

P. MALDEN POLICE DEPARTMENT – INVOICE

The Board scrutinized an invoice dated November 19, 2018 from the Malden Police Department for a police details at 120 Mountain Avenue and 630 Salem Street in the sum of \$493.60

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 of \$493.60 to the Malden Police Department for police detail coverage.

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

Nays: None

Q. JAMES M. HENNESSEY – INVOICE

An invoice dated November 20, 2018 from James M. Hennessey for quality control inspections in the sum of \$2,437.50 was reviewed by 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 and authorize payment to James M. Hennessey for quality control inspections in the sum of \$2,437.50 to be paid from COCC and Section 8 funds.

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

Nays: None

R. E5 BUILDERS LLC – PROPOSAL

The Board considered a Contract dated November 21, 2018 from E5 Builders LLC for the Springdale incinerator demolition in the sum of \$32,300.

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

VOTED: To award the contract to E5 Builders LLC as the most responsive and responsible bidder for the Springdale incinerator demolition in the sum of \$32,300 and authorize the Executive Director to submit the same to DHCD for processing and contract with the Company in that amount.

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

Nays: None

S. BIDDOCS ONLINE – INVOICE

An invoice dated November 19, 2018 from BidDocs Online in the sum of \$521.68 for bid documents for the Springdale incinerator demolition was analyzed 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 authorize and approve payment to BidDocs Online in the amount of \$521.68 for Springdale and submit the invoice to DHCD for payment processing.

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

Nays: None

T. MAPLEWOOD STREET PARKING LOT – EXTENSION

The Board reviewed an email communication dated November 26, 2018 with MHA requesting to extend its lease with LAZ Parking for six (6) parking spaces for the monthly fee of \$270 to accommodate staff during the ongoing construction at 630 Salem Street continues.

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

VOTED: To authorize and approve the lease extension for six (6) parking spaces with Laz Parking (Maplewood Street parking lot) through March 2019 in the sum of \$1,080 (\$270 monthly).

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

Nays: None

U. MALDEN REDEVELOPMENT AUTHORITY ("MRA") – ENVIRONMENTAL REVIEW INVOICE

An invoice dated November 19, 2018 from the MRA in the sum of \$8,472 for the environmental review of the MHA's Annual and 5 Year Capital Plan was considered by 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 authorize and approve payment in the sum of \$8,472 to the MRA for environmental review services of the MHA's Annual and 5 Year Capital Plan was considered by the Board.

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

Nays: None

V. HAYS – INVOICE

The Board analyzed an invoice from Hays dated November 26, 2018 in the amount of \$21,010 and DHCD Public Notice 2018-21 for insurance for property, boiler and machinery and crime at the State-aided properties. DHCD has chosen Hays as the approved provider of the insurance.

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

VOTED: To approve and authorize payment to Hays in the amount of \$21,010 for State program insurance.

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

Nays: None

W. ELEVATOR MAINTENANCE – REQUEST FOR PROPOSALS ("RFP")

A memo from Edward Fahey dated November 27, 2018 itemizing bids for elevator maintenance/service contracts for one (1) year at the four (4) MHA developments with elevators was studied as follows:

| | |
|-----------------------------------|----------|
| Motion Elevator Corp. | \$52,800 |
| ThyssenKrupp Elevator Corporation | 63,702 |
| United Elevator | 70,200 |

It was noted that Motion Elevator Corp. was the lowest bidder, but not the most responsible bidder as it omitted Section 3 Forms and Division of Capital Asset Management and Maintenance ("DCAMM"). ThyssenKrupp Elevator Corporation also left out Section 3 and DCAMM. It was recommended United Elevator was the most responsive and responsible bidder in the sum of \$70,200 for a one year contract with an option in MHA discretion to extend for up to four (4) one-year extensions.

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

VOTED: To approve and authorize the Executive Director to award the bid for MHA's elevator maintenance service contract to United Elevator for one year in the sum of \$70,200 with MHA's option to extend for four (4) additional and consecutive one-year terms and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **SPECIAL OLYMPICS**

A solicitation from the Special Olympics was perused 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 a contribution of \$100 From the COCC to the Special Olympics.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("NERC/NAHRO")**

A flyer from NERC/NAHRO offering a seminar on February 6, 2019 at the Mohegan Sun Convention Center entitled Understanding Project-Based Vouchers was examined 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 appropriate staff and/or Commissioners to attend the Understanding Project-Based Vouchers Seminar at the Mohegan Sun Convention Center in February 2019.

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

Nays: None

B. CORRESPONDENCE

- Friends of Oak Grove, Inc. – Thank you
- NERC/NAHRO Mid-Winter Conference
- Mystic Valley Regional Charter School – Holiday Dinner Party

7. OPEN DISCUSSION

None

ADJOURNMENT

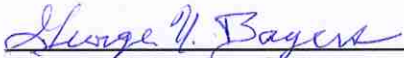
After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:00 PM


George N. Bayers, Secretary