

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday October 10, 2017 at 5:10 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONER ABSENT: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo

**1. ELECTION OF NEW OFFICERS**

The Executive Director reminded the Board that the first meeting in October was the customary time for the election of officers.

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

VOTED: To elect a slate of officers as follows:

Joan M. Chiasson, Chairperson  
 Frank M. Molis, Vice Chairperson  
 Mark A. Lawhorne, Secretary  
 George N. Bayers, Treasurer  
 Francis C. Boudrow, Assistant Treasurer

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

Nays: None

Joan M. Chiasson assumed the Chair to conduct the remainder of the Meeting.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

None were available at this time.

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

The Board reviewed the bills and checks for the months of August and September 2017

and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

#### 4. **FINANCIAL MATTERS**

##### A. **13 ROCKLAND AVE LEASE**

MHA has agreed on terms of a lease for 13 Rockland Ave with Eliot Community Human Services subject to the approval of both DHCD and DMH. Eliot would relocate clients presently residing at 14 – 16 Clement Street so that HILAPP project could move forward. The Executive Director had sent the proposed lease to Board Members as a poll question, and Members had approved signing in advance of this meeting. The Executive Director asked the Board to confirm their poll authorization with the present vote to approve signing and distribution of the lease.

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

VOTED: To confirm, authorize and approve the Executive Director's signing of the lease on 13 Rockland Ave with Eliot Community Human Services and distribution to all parties for countersignature and approval.

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

Nays: None

##### B. **MALDEN POLICE DEPARTMENT MOU REVISION**

The Executive Director requested the Board consider approving a revision to the MHA's present Memorandum of Understanding and Cooperative Agreement with the Malden Police Department for detail patrol coverage of MHA federal developments to \$100,000/year and authorize the Executive Director to execute same effective as of the start of the City of Malden's current Fiscal Year, or July 1, 2017, and also to continue to allow the Agreement to renew annually as currently written.

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

VOTED: To approve the revision to the MHA's MOU with the Malden Police Department to increase detail patrol coverage costs to \$100,000/year, renewable annually, and to authorize the Executive Director to execute same effective July 1, 2017.

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

Nays: None

**C. PROJECT DOG – INVOICE**

The Board reviewed an invoice 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 Frank M. Molis, 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: Joan M. Chiasson, Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**D. HDLI – INVOICE**

The Board was presented an invoice from the Housing and Development Law Institute (HDLI) in the amount of \$895 for annual membership dues.

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

VOTED: To approve payment to HDLI in the amount of \$895 for annual membership dues

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

Nays: None

**E. DIANE COHEN—INVOICE**

The Board reviewed an invoice from Diane Cohen in the amount of \$1,700 for work done with the tenant selection department, and ACOP and Admin Plan revisions on various issues.

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

VOTED: To approve payment to Diane Cohen in the amount of \$1700 to be paid by the COCC for the various work she has done with Admin Plan and ACOP revisions and with tenant selection staff.

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

Nays: None

**F. SG RISK MANAGEMENT CONSULTING**

The Board was presented an invoice from SG Risk Management Consulting in the amount of \$2,592 for consulting work done on the renewal of FY18 insurance policies, safety committee meetings and review of accidents.

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

VOTED: To approve payment to SG Risk Management for insurance consultation, safety committee meetings and accident review in the amount of \$2,592 to be paid by the COCC.

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

Nays: None

**G. MALDEN POLICE DEPARTMENT—INVOICES (2)**

The Board reviewed two invoices from the Malden Police department both in the amounts of \$740.40, one dated 9/29/17 invoice #16696, and the other dated 10/3/17 invoice #16719, for services rendered at 630 Salem Street and 120 Mountain Avenue.

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

VOTED: To approve payment to the Malden Police Department for a total amount of \$1,480.80 for the two invoices.

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

Nays: None

**H. HILAPP LEVERAGE COMMITMENT 14-16 CLEMENT STREET**

The Board reviewed a letter from the Executive Director to DHCD affirming MHA's OneStop funding leverage commitment of \$331,905 for the 14-16 Clement Street HILAPP project, with an additional \$7,095 remaining in MHA's total leverage commitment should such sum be necessary to cover additional cost, all to be funded by the COCC.

For information and edification purposes only. No further action was taken.

**5. CONTRACTS AND POLICES**

**A. CBI CONSULTING INC. -- CONTRACT**

The Board was presented a Contract for Designer Services from CBI Consulting, Inc. for the DHCD Project #165047 MODPHASE for Forestdale. Fee for the basic design services is in the amount of \$650,000.

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

VOTED: To approve the contract with CBI Consulting for design services in the amount of \$650,000 and authorize the Executive Director to execute same with the company on behalf of MHA.

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

Nays: None

**B. REVIEW OF DRESS CODE--REVISION**

The Board reviewed the proposed revision on the dress code and matter will be taken up at next meeting.

No further action was taken.

**C. REVIEW OF BEREAVEMENT LEAVE—REVISION**

The Board reviewed the proposed revision of the bereavement leave and matter will be taken up at next meeting

No further action taken

**6. REVIEW OF CHARITABLE REQUESTS**

None at this time.

**7. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

A. The Board reviewed a flyer sent by MassNAHRO announcing a Retirement Party for long-time Executive Director, Tom Connelly. The Executive Director recommended he MHA have a presence at the event in honor of all Mr. Connelly has done to advance and protect public housing authorities and their applicant, resident and participant families over the course of his lengthy service.

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

VOTED: To approve travel and attendance for MHA Commissioners and staff at MHA cost to the event honoring retiring MassNAHRO Executive Director, Tom Connelly.

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

Nays: None

B. The Board reviewed a flyer sent by Nelrod for a Commissioners Conference at Las Vegas in March.

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

VOTED: To approve travel and attendance for MHA Commissioners to the Nelrod Commissioners Conference in March at MHA expense.

**ADJOURNMENT**

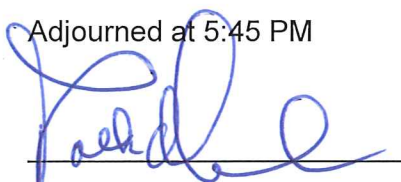
After due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM



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Mark A. Lawhorne, Secretary