

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 11, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Francis C. Boudrow (tardy) Frank M. Molis and Mark A. Lawhorne

COMMISSIONERS ABSENT: Joan M. Chiasson

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. ELECTION OF 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 Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To elect a slate of officers as follows:

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

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

Nays: None

2. APPROVAL OF MINUTES OF SEPTEMBER 13 AND SEPTEMBER 20, 2016

The minutes of the meetings of September 13 and September 20, 2016 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of September 13 and September 20, 2016 as submitted.

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

Nays: None

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the list of bills and checks and after due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

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

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

Nays: None

4. FINANCIAL MATTERS

A. EASTERN BANK SIGNATURE CARDS

The Executive Director previously explained the U.S. Department of Housing and Urban Development ("HUD") requirement to execute a General Depository Agreement with each bank utilized by MHA and Eastern Bank has requested current signatory cards.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize all Commissioners to execute a signature card with Eastern Bank.

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

Nays: None

B. S.I. SERVICES INC. ("S.I.") – CHANGE ORDER

A change order dated September 26, 2016 from S.I. in the sum of \$1,200 for leak repairs to roofs at Linden was reviewed by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the change order with S.I. in the sum of \$1,200 increasing the contract to \$42,200 for replacement and repairs to roofs at Linden to be paid with Capital Funds.

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

Nays: None

C. ATLANTIC COAST DISMANTLING – INVOICE

The Board considered an invoice dated September 23, 2016 in the sum of \$24,950 from Atlantic Coast Dismantling for the demolition of the Newland Street boiler to be paid with Capital Funds.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Atlantic Coast Dismantling for the demolition and disposition of the Newland Street boiler to be paid with Capital Funds.

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

Nays: None

D. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (7)

Seven (7) invoices from HAI Group were analyzed by the Board as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Coverage Date</u>	<u>Insurance Coverage</u>	<u>Amount</u>
10/03/16	HP00075168	10/01/16 thru 10/01/17	Directors and Officers Liability	\$ 6,069
09/26/16	HP00074999	10/01/16 thru 10/01/17	Fidelity	1,158
Undated	HG00084068	10/01/16 thru 10/01/17	Commercial Liability	54,108
Undated	HP00075003	10/01/16 thru 10/01/17	Commercial Property with Spoilage	246,906
Undated	HP00075074	10/01/16 thru 10/01/17	Auto Liability and Physical Damage	25,402
Undated	HG00084120	10/01/16 thru 10/01/17	Excess Auto Liability	6,753
10/03/16	HP00075175	10/01/16 thru 10/01/17	Section 8 Lead Liability	<u>3,227</u>
Total Due				<u>343,623</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to the HAI Group for the above insurance coverage in the total sum of \$343,623

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

Nays: None

Francis C. Boudrow joined the meeting.

E. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC")

The Board studied an invoice dated October 3, 2016 from GIC in the sum of \$3,987 for administrative expenses.

After due discussion and upon duly motion made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to GIC in the sum of \$3,987

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

Nays: None

F. HOUSING DEVELOPMENT AND LAW INSTITUTE ("HDLI")

An invoice dated October 4, 2016 for one year HDLI membership beginning December 1, 2016 in the sum of \$895 was perused 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 to HDLI in the sum of \$895 for MHA's membership dues for one year.

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

Nays: None

G. FRED PRYOR SEMINARS – PURCHASE ORDER

The Board examined a Purchase Order dated October 6, 2016 from Fred Pryor Seminars for two (2) MHA occupancy employees to attend for the sum of \$298.

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 payment to Fred Pryor Seminars in the sum of \$298 for two (2) MHA's employees from the occupancy department to attend the seminar.

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

Nays: None

H. UNIFORM FEDERAL ACCESSIBILITY STANDARDS ("UFAS") UPGRADES – CHANGE ORDER

A change order dated September 29, 2016 in the sum of \$13,457 from UFAS for accessibility upgrades by L & H Construction, Inc. ("L & H") for additional site work and new pre-fabricated metal wheel chair ramps and stairs at the Newland Street development was scrutinized by the Board.

VOTED: To approve and accept the change order for the UFAS accessibility upgrade contract with L & H for the sum of \$13,457 and authorize the Executive Director to execute the change order increasing the contract to \$1,617,877.76

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (6)

Six (6) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street were reviewed by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/20/16	14264	\$442.82
09/23/16	14280	442.82
09/27/16	14328	442.82
09/30/16	14352	442.82
10/03/16	14381	442.82
10/06/16	14427	<u>221.41</u>
	TOTAL	<u>\$2,435.51</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$2,435.51

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

Nays: None

J. MALDEN POLICE DEPARTMENT – DELINQUENT INVOICES (4)

The Board considered a memorandum from Edward F. Fahey, Procurement & Modernization regarding delinquent/unpaid invoices for services performed by the Malden Police Department as follows: With the correction/revision of invoice 14122 that was previously approved on 9/13/16. Revised invoice #14122 dated 8/26/16 from \$442.82 to \$221.41 due to incorrectly listing of development.

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
4/20/16	13164	664.23
9/23/16	14293	221.41
9/23/16	14317	221.41
8/26/16	14122	<u>221.41</u>
	TOTAL	\$1328.46

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department for four (4) delinquent/unpaid invoices for police details as itemized above in the total sum of \$1,328.46

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

Nays: None

K. ATC GROUP SERVICES, LLC ("ATC") – PROPOSAL

A proposal dated September 28, 2016 in the sum of \$4,250 from ATC for asbestos inspections in boiler rooms at various developments 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 approve the proposal in the sum of \$4,250 from ATC for asbestos inspections services with Forestdale to be paid from the Central Office Cost Center ("COCC").

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

Nays: None

L. CBI CONSULTING INC. ("CBI") – INVOICES (4)

Four invoices dated September 27, 2016 from CBI for design engineering services were analyzed by the Board for construction as follows:

Newland Street concrete steps & stoops	\$21,161.30
Newland Street 504 Accessibility	3,225.00
630 Salem balcony repairs	1,370.00
Clement Street redevelopment	<u>5,850.00</u>
Total	\$31,606.30

The Executive Director reminded the Board that the invoice for Clement Street will be submitted to Massachusetts Department of Housing and Community Development ("DHCD") for payment.

VOTED: To authorize approve payment to CBI for engineering services and construction in the total sum of \$31,606.30 and submit the Clement Street invoice in the sum of \$5,850 to DHCD for reimbursement.

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

Nays: None

M. DIANE COHEN (“COHEN”) – INVOICE

The Board studied an invoice dated October 1, 2016 from Cohen for services in the sum of \$2,350, including applicant and hearing officer services and consulting on the Section 8 Administrative Plan (“Admin Plan”).

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

VOTED: To approve and authorize payment to Cohen in the sum of \$2,350 from the COCC for consulting services.

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

Nays: None

N. COCC LISTENING SESSIONS

The Executive Director explained that HUD has scheduled a 3rd COCC listening session on COCC in Washington, D.C. and suggested that he and Howard L. Gordon attend the session on November 3, 2016

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

VOTED: To approve and authorize the attendance of Howard L. Gordon and the Executive Director at the COCC Listening Session with all allowable costs and expenses to be paid by MHA or reimbursed.

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

Nays: None

O. HEGARTYS DELIVERY SERVICE (“HEGARTYS”) – INVOICE

An invoice from Hegartys dated September 30, 2016 for hand delivery of a package to DHCD in the sum of \$20.40 was perused by the Board.

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

VOTED: To approve and authorize payment to Hegartys in the sum of \$20.40 to be paid from the COCC.

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

Nays: None

P. NATURAL GAS AGREEMENT

The Executive Director presented the commercial pricing with Direct Energy Services, LLC for the supply of natural gas to MHA. The cost is \$5.871 per dekatherm for a 36 month term.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the Executive Director to contract with Direct Energy Services, LLC for the supply of natural gas to MHA at a cost of \$5.871 per dekatherm for a 36 month term.

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

Nays: None

Q. BUDGET REVISION

The Executive Director informed the Board there was an oversight in the FY 2017 Budget which incorrectly stated one staff member's salary increase. (Andrea Antonucci)

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the revision to the FY 2017 Budget to reflect the correct salary increase of one staff member's salary.

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

Nays: None

5. POLICIES

None

6. CHARITABLE REQUESTS

A. DANA-FARBER – SOLICITATION

The Board examined a solicitation from the Jimmy Fund/Dana-Farber Cancer Institute for the 2016 Annual Appeal Malden Drive.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the contribution of \$100 to the Jimmy Fund/Dana-Farber Cancer Institute.

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

Nays: None

7. CORRESPONDENCE AND NEWSLETTERS

- National Association of Housing and Redevelopment officials ("Mass/NAHRO")
 - Violence Against Women Act
- Mass/NAHRO Board Member Certification Program
 - Personnel
 - Professional Relationships
 - Ethics
 - Legal Elements

8. OPEN DISCUSSION

A. MHA FY2017 PUBLIC HOUSING AUTHORITY STREAMLINED ANNUAL PLAN ("PHA PLAN")

The Executive Director explained that HUD requires an annual plan and a 5 year plan, but now the 5 year plan is only every 5 years in accordance with HUD. Previously MHA had filed both annual and 5 year plans every year.

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 the Executive Director to file a revised PHA annual plan with HUD.

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

Nays: None

B. DESROCHES – MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION ("MCAD") COMPLAINT AND RALPH TURPIN

The Executive Director and the Board discussed Ralph Turpin, a MHA retiree, as a defendant in the Desroches' complaint at MCAD. The Executive Director and Attorney Callaghan summarized the current status of the complaint and their recommendation to indemnify.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To indemnify Ralph Turpin for defense and any damages from the complaint pending at MCAD by Ms. Desroches.

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

Nays: None

C. HUD – UNAUTHORIZED CELLPHONE TOWER LEASES

The Executive Director provided the Board with a letter from HUD critiquing cellphone tower leases.

For information only.

ADJOURNMENT

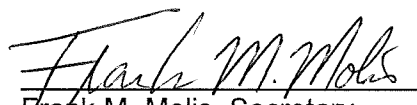
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:10 PM


Frank M. Molis, Secretary