

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 13, 2020 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING TELECONFERENCE: Mark A. Lawhorne, Chairperson, George N. Bayers, Joan M. Chiasson and Frank M. Molis

William P. Hurley was in attendance as nominated Commissioner.

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

1. ELECTION OF NEW OFFICERS

The Executive Director suggested to 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 Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To elect a slate of officers as follows:

George N. Bayers, Chairperson
Joan M. Chiasson, Vice Chairperson
Frank M. Molis, Secretary
Mark A. Lawhorne, Treasurer
William P. Hurley, Assistant Treasurer (Upon being sworn by City Clerk)

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

Nays: None

George N. Bayers assumed the Chair to conduct the remainder of the Meeting.

2. APPROVAL OF MINUTES OF SEPTEMBER 22, 2020

The minutes of the meeting of September 22, 2020 were scrutinized to the Board.

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 22, 2020 as submitted.

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

Nays: None

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None

4. FINANCIAL MATTERS

A. MONTHLY FINANCIAL STATEMENTS

The Executive Director presented MHA's Combined Balance Sheets and Monthly Budget Comparisons for the months of July and August 2020 to the Board.

For information purposes only.

B. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Board was polled by the Executive Director, by email on September 23, 2020, recommending MHA's FY 2021 Section 8 Program Payment standards based on U.S. Department of Housing and Urban Development ("HUD's") recently published Fair Market Rent ("FMR") being set at 100% of same by bedroom size, and MHA's Public Housing Flat Rents be set at 85% of same by bedroom size to be implemented on December 1, 2020. It was noted that MHA currently administers vouchers in five (5) different HUD FMR areas as follows:

**Boston-Cambridge-Quincy,
MHA-NH HUD Metro FMR Area**

<u>Bedroom Size</u>	Section 8	PH Flat Rents
Efficiency	\$1,742	\$1,480.70
One Bedroom	1,924	1,635.40
Two Bedroom	2,336	1,985.60
Three Bedroom	2,906	2,470.10
Four Bedroom	3,168	2,692.80

Worcester, MA HUD Metro FMR Area

<u>Bedroom Size</u>	Section 8
Efficiency	\$1,063

One Bedroom	1,134
Two Bedroom	1,450
Three Bedroom	1,804
Four Bedroom	1,966

Lowell, MA HUD Metro FMR Area

Section 8	
<u>Bedroom Size</u>	
Efficiency	\$1,067
One Bedroom	1,193
Two Bedroom	1,547
Three Bedroom	1,924
Four Bedroom	2,098

Brockton, MA HUD Metro FMR Area

Section 8	
<u>Bedroom Size</u>	
Efficiency	\$1,029
One Bedroom	1,184
Two Bedroom	1,560
Three Bedroom	1,971
Four Bedroom	2,292

Lawrence, MA-NH HUD Metro FMR Area

Section 8	
<u>Bedroom Size</u>	
Efficiency	\$ 984
One Bedroom	1,148
Two Bedroom	1,474
Three Bedroom	1,833
Four Bedroom	1,999

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

VOTED: To confirm the approval of the adoption of MHA's FY 2021 Section 8 Payment Standards at 100% of HUD's published FMR by bedroom size for all HUD FMR areas in which MHA administers vouchers, and at 85% of HUD's published FMR's by bedroom size for the Boston-Cambridge-Quincy, MH-NH HUD Metro FMR area as MHA's Public Housing Flat Rents, to be implemented as of December 1, 2020 for each program.

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

Nays: None

C. UNICORN, INC. – CHANGE ORDER

The Board received an email poll on September 23, 2020 from the Executive Director requesting approval for a Change Order dated September 22, 2020 from Unicorn, Inc. in the sum of \$33,864.66 for additional repairs due to unforeseen conditions to be completed on the 120 Mountain Avenue second floor deck repair project increasing the total contract sum to \$208,018.66

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 polled approval for the Change Order in the sum of \$33,864.66 from Unicorn, Inc. for additional repairs and authorize the Executive Director to sign increasing the total contract sum to \$208,018.66

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

Nays: None

D. TENANT BALANCE

The Board was polled by the Executive Director by email on September 30, 2020 requesting a write-off in the sum of \$3,169 for a Forestdale tenant who passed away in his unit. The write-off includes a maintenance charge from Service Master for environmental cleaning of the unit.

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

VOTED: To confirm the poll approval to write-off the sum of \$3,169 for the Forestdale tenant who passed away in his unit.

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

Nays: None

E. PROPOSED MASSACHUSETTS HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”) FISCAL YEAR 2021 OPERATING BUDGET

The Executive Director presented the proposed DHCD FY 2021 Operating Budget detail for the Board to review and which is expected to be voted on at the next Board meeting.

No further action was necessary at this time.

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

Three (3) invoices from CBI for engineering consulting services as follows was considered by the Board:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
09/22/20	120 Mountain Avenue	\$ 7,740.00	Second floor structural repairs
09/22/20	557 Pleasant Street	3,514.20	Sealant and structural review of the exterior insulation and finish systems ("EFIS")
09/22/20	Newland/Coleman	<u>7,522.00</u>	Roof replacements at multiple AMP 1 sites
		<u>\$18,776.20</u>	TOTAL

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 CBI in the total sum of \$18,776.20 for engineering services for the several Federal developments listed above to be paid from Capital Funds.

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

Nays: None

G. CBI – CHANGE ORDER

The Board analyzed a change order dated September 29, 2020 in the sum of \$10,000 from CBI for additional engineering, building investigation and contract administration on the 120 Mountain Avenue building envelope project.

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 Executive Director to execute the change order in the sum of \$10,000 with CBI for additional engineering services for the 120 Mountain Avenue building envelope project.

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

Nays: None

H. ALMAR LLC – CHANGE ORDER

A change order from Almar LLC dated September 29, 2020 recommended by CBI for additional work for roof replacement at various sites in the amount of \$29,833 was studied by the Board.

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

VOTED: To approve the change order and authorize the Executive Director to execute the same for additional work on the AMP 1 roof replacement project in the sum of \$29,833 increasing the total cost of the Capital Fund project to \$363,548.

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

Nays: None

I. MICHAEL KIM ASSOCIATES – INVOICE

The Board perused an invoice dated October 1, 2020 from Michael Kim Associates for the Newland Street roof replacement project for engineering and design services in the sum of \$22,057.25

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 in the sum of \$22,057.25 to Michael Kim Associates for roof replacement engineering and design services at the Newland Street project to be paid from Capital Funds.

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

Nays: None

J. UNITED ELEVATOR COMPANY INC. (“UNITED ELEVATOR”) – INVOICE

An invoice from United Elevator dated September 30, 2020 for work on the 557 Pleasant Street elevator rehabilitation project in the sum of \$73,002.75 was examined by the Board.

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

VOTED: To approve and authorize payment to United Elevator for completed elevator work at 557 Pleasant Street in the sum of \$73,002.75 to be paid from Capital Funds.

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

Nays: None

K. UNICORN, INC. – INVOICE

The Board scrutinized an invoice from Unicorn, Inc. dated September 30, 2020 for the second floor deck repair project at 120 Mountain Avenue in the sum of \$84,173

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 Unicorn, Inc. in the sum of \$84,173 for the second floor deck repairs at 120 Mountain Avenue to be paid from Capital Funds.

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

Nays: None

L. CHAPMAN WATERPROOFING COMPANY, INC. (“CHAPMAN”) – INVOICE

An invoice dated September 29, 2020 from Chapman for work on the exterior insulation and finish systems (“EFIS”) project on the exterior of 557 Pleasant Street for the sum of \$128,927.97 was reviewed by the Board.

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 Chapman for completed EFIS project work at 557 Pleasant Street in the sum of \$128,927.97 to be paid from Capital Funds.

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

Nays: None

M. BCM CONTROLS CORPORATION (“BCM”) – PROPOSAL

The Board considered a proposal dated October 2, 2020 in the sum of \$7,422 from BCM to assist Terminal Exchange System with re-addressing MHA’s Information Technology (“IT”) and electronic access surveillance systems and switches.

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

VOTED: To approve and authorize the Executive Director to contract with BCM for assisting Terminal Exchange System with re-addressing MHA’s IT and electronic access surveillance systems and switches.

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

Nays: None

N. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (6)

Six (6) invoices from HAI Group for HUD required insurance policies all covering October 1, 2020 to October 1, 2021 were considered by the Board as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Insurance Coverage</u>	<u>Amount</u>
09/14/2020	HP00103432	Fidelity	\$ 1,269
09/21/2020	HP00103516	Directors & Officers Liability	5,203
Undated	HP00103817	Commercial Property and Equipment breakdown	283,522
Undated	HG001106549	Commercial Liability; Pesticide; and Mold	63,536
Undated	HP00103640	Automobile Liability and Auto Physical Damage	32,712
Undated	HG00106414	Excess Automobile Liability	8,414
		Total Due	<u>\$ 394,656</u>

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

VOTED: To approve and authorize payment to HAI Group in the total sum of \$394,656 for HUD required insurance policies as detailed above.

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

Nays: None

O. PHILADELPHIA INDEMNITY INSURANCE COMPANY ("PHILADELPHIA") – RENEWAL INVOICES (6)

The Board analyzed seven (7) invoices from Philadelphia for flood insurance at the Linden development with a \$10,000 deductible effective December 6, 2020 for the following properties:

57-63 Coleman Street in the sum of \$2,213;
 69-75 Coleman Street in the sum of \$2,502;
 77-83 Coleman Street in the sum of \$2,502;
 85-91 Coleman Street in the sum of \$2,502;
 93-99 Coleman Street in the sum of \$2,502; and
 109-115 Coleman Street in the sum of \$2,502

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 Philadelphia Indemnity Insurance Co. in the total sum of \$14,723 for flood insurance covering the above listed properties.

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

Nays: None

P. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)

Three (3) invoices dated September 25, 2020 for the period July 1, 2020 through September 30, 2020 from GIC for health insurance premiums was studied by the Board as follows:

Retirees	\$ 52,007.72
Employees	215,103.83
Survivors	<u>3,138.30</u>
	<u>\$270,249.85</u>

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of \$270,249.85 for the period July 1, 2020 through September 30, 2020

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

Nays: None

Q. MARCUM, LLP – INVOICE

The Board perused an invoice dated May 12, 2020 requesting payment to Marcum, LLP for the completion of the financial statement audit for the fiscal year ending September 30, 2019 in the sum of \$9,525.

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 Marcum LLP in the sum of \$9,525 for completion of the audit of MHA’s financial statements for FY 2019.

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

Nays: None

R. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICE

An invoice dated September 22, 2020 from MVES for the month of August 2020 in the sum of \$13,703.44 for resident service coordinators at various Federal developments was examined by the Board.

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 MVES in the sum of \$13,703.44 to be allocated to the Federal AMP's served.

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

Nays: None

S. DIANE COHEN (“COHEN”) – INVOICE

The Board scrutinized an invoice dated October 1, 2020 in the sum of \$850 from Diane Cohen for consulting services on the Section 8 Administrative Plan and the Admissions and Continued Occupancy Plan (“ACOP”).

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

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$850 for consulting services on the ACOP and Section 8 Program.

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

Nays: None

T. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

An invoice dated October 6, 2020 from SG Risk in the sum of \$1,678.75 for risk management and insurance consulting services 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 SG Risk in the sum of \$1,678.75 for consulting services with payment allocated against AMP's served and/or the Central Office Cost Center (“COCC”).

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

Nays: None

U. EPC SOLUTIONS LLC – INVOICE

The Board considered and invoice dated October 8, 2020 from EPC Solutions LLC in the sum of \$7,250 for services performing a comprehensive review of Siemens' Report for MHA's HUD approved Energy Performance Contract ("EPC") for the period July 1, 2018 through June 30, 2019.

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

VOTED: To approve and authorize payment to EPC Solutions LLC in the sum of \$7,250 for review of Siemens' Measurement and Verification Report for MHA's EPC.

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

Nays: None

V. ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES

The Summary Allowance for Tenant-Furnished Utilities and Other Services dated October 1, 2020 for MHA's FY 2021 utility allowances by bedroom size for both Section 8 and public housing programs to be implemented December 1, 2020 was analyzed by the Board.

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

VOTED: To approve and authorize implementation of the new Summary Allowance for Tenant-Furnished Utilities and Other Services effective December 1, 2020 by bedroom size for MHA's FY 2021 Section 8 and public housing program administration.

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

Nays: None

W. HOUSING AND DEVELOPMENT LAW INSTITUTE ("HDLI") – INVOICE

An invoice from HDLI dated October 8, 2020 for annual membership dues beginning December 1, 2020 in the sum of \$895 was studied by the Board.

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

VOTED: To approve and authorize payment in the sum of \$895 to HDLI for annual dues to be paid from the COCC.

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

Nays: None

X. MALDEN POLICE DEPARTMENT – INVOICES (4)

Four (4) 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>
09/16/20	23114	\$790.95
09/28/20	23140	2,109.20
10/05/20	23199	1,318.25
10/06/20	23240	<u>1,318.25</u>
	TOTAL	<u>\$5,536.65</u>

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 the Malden Police Department in the total sum of \$5,536.65 as appropriate from the AMP's served.

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

Nays: None

5. POLICIES AND CONTRACTS

A. MHA'S ACOP POLICY

The Board examined revisions to MHA's ACOP, pursuant to Nan McKay and Associates recommendation to comport with law and HUD regulation.

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

VOTED: To authorize the adoption and approval of all revision to MHA's ACOP pursuant to the recommendations.

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

Nays: None

6. CHARITABLE REQUESTS

None

7. CORRESPONDENCE AND NEWSLETTERS

None

8. OPEN DISCUSSION

A. MALDEN TEEN CENTER

The Executive Director informed the Board that Catherine MacMullin, Coordinator of the Malden Teen Enrichment Center, has students available to deliver notices at MHA family developments, when needed.

No further action was necessary.

ADJOURNMENT

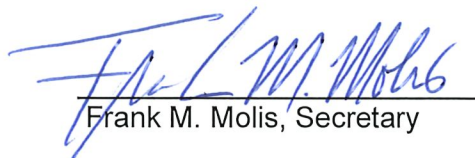
After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:56 PM



Frank M. Molis, Secretary

SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 10/27/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED