

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 22, 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, Frank M. Molis and Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF OCTOBER 8, 2019**

The minutes of the meeting of October 8, 2019 were presented to 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 the minutes of October 8, 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 check.

No further action was necessary.

**3. FINANCIAL MATTERS**

**A. TERMINAL EXCHANGE SYSTEMS ("TERMINAL") – CHANGE ORDER**

The Executive Director polled the Board by email on October 10, 2019 regarding the recent Terminal upgrade to MHA's Management Reports International (formerly HAB) public housing software server. It was determined that memory usage on MHA's physical server has increased significantly and it was recommended to upgrade memory to the physical server from 16GB to 64GB. The cost for the additional memory is \$774 plus \$240 in labor for a total cost of \$1,014. Since the new server is on-line, maintenance, monitoring and antivirus will increase the monthly service cost by \$100 per month to account for the additional server.

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 change order with Terminal for server memory for a one-time fee of \$1,014 and service upgrade for maintenance, monitoring and antivirus of \$100 per month.

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

Nays: None

**B. PHILADELPHIA INDEMNITY INSURANCE COMPANY (“PHILADELPHIA”) – RENEWAL INVOICE**

An invoice from Philadelphia dated September 10, 2019 for flood insurance renewal at 87-93 Plainfield Avenue with a \$10,000 deductible for the sum of \$2,184 and effective November 13, 2019 was scrutinized 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 Philadelphia in the sum of \$2,184 for flood insurance effective November 13, 2019.

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

Nays: None

**C. LAUNDRY EQUIPMENT – SERVICE AND MAINTENANCE CONTRACT REQUEST FOR PROPOSAL (“RFP”)**

The Board reviewed two bids to provide laundry equipment, service and maintenance at various MHA developments. The first from Automatic Laundry with 62.2% of fees collected under \$10,000 to MHA, and the second from CSC ServiceWorks with 52.5% under \$10,000 to MHA. It was noted that it has been MHA’s experience that laundry use does not exceeded \$10,000. The Modernization and Procurement Director recommended Automatic Laundry as the most responsive and responsible bidder.

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 contracting with Automatic Laundry as the most responsive and responsible bidder for the provision of laundry machines for MHA tenants with 62.2% of fees collected under \$10,000 to MHA.

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

Nays: None

Mark A. Lawhorne joined the meeting and assumed the Chair.

**D. ALMAR, LLC – CERTIFICATE OF FINAL COMPLETION**

An invoice and a Certificate of Final Completion from Almar, LLC dated October 21, 2019 requesting final payment in the amount of \$47,827.97 for roof replacement work at Forestdale was considered 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 and execution of the Certificate of Final Completion to Almar, LLC in the sum of \$47,827.97 for roof replacement work at the Forestdale development and authorize the Executive Director to submit the same to the Massachusetts Department of Housing and Community Development (“DHCD”) for processing.

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

Nays: None

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

The Board analyzed three (3) invoices dated October 16, 2019 for the period July 1, 2019 through September 30, 2019 from GIC for health insurance premiums as follows:

|           |                     |
|-----------|---------------------|
| Retirees  | \$ 53,172.23        |
| Employees | 210,461.53          |
| Survivors | <u>3,037.50</u>     |
|           | <u>\$266,671.26</u> |

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 GIC for health insurance premiums in the total sum of \$266,671.26 for the period July 1, 2019 through September 30, 2019.

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

Nays: None

**F. MALDEN POLICE DEPARTMENT – INVOICES (5)**

Five (5) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were studied by the Board, as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|---------------|
| 09/24/19     | 20841              | \$790.95      |

|          |       |                   |
|----------|-------|-------------------|
| 10/08/19 | 20913 | 263.65            |
| 10/10/19 | 20929 | 593.21            |
| 10/15/19 | 20947 | 1,054.60          |
| 10/17/19 | 20970 | <u>263.65</u>     |
|          | TOTAL | <u>\$2,966.06</u> |

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 the Malden Police Department in the total sum of \$2,966.06 as listed above from the specific AMP's served.

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

Nays: None

#### **G. HOLIDAY PARTY – MUSIC**

Deborah Lungo announced that Ed Dorazio would be available to play music at MHA's Holiday party on December 19, 2019 from 12:00 PM to 2:00 PM at Anthony's for the cost of \$150.

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 Executive Director to hire Ed Dorazio to play music at MHA's Holiday party on December 19, 2019 for the cost of \$150.

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

Nays: None

#### **4. POLICIES**

##### **A. LIMITED ENGLISH PROFICIENCY ("LEP") PLAN**

The LEP Plan was distributed to the Board. MHA is committed to complying with federal requirements in providing free meaningful access for its LEP clients. No LEP client will be denied access to an MHA program because the client does not speak English or communicate in English on a limited basis.

No further action was necessary.

**B. FISCAL YEAR 2020 MHA STATE BUDGET**

The DHCD Fiscal Year 2020 State Budget form was transmitted to the Board for review.

No further action was necessary.

**C. ADMISSIONS AND CONTINUED OCCUPANCY PLAN (“ACOP”) AND ADMINISTRATION AMENDMENTS**

An email from MHA’s consultant, Diane Cohen listing proposed changes to the ACOP and Administration Amendments was distributed to the Board.

No further action was necessary.

**5. CHARITABLE REQUESTS**

**A. 557 PLEASANT STREET CLUB AND 630 SALEM STREET CLUB**

The Board perused a letter dated September 13, 2019 from the 557 Pleasant Street Club and a letter dated October 16, 2019 from the 630 Salem Street Club seeking financial contributions from MHA for various events and activities.

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

VOTED: To authorize and approve \$2,500 each to the 557 Pleasant Street Club and the 630 Salem Street Club for club related activities from the COCC.

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

Abstain: George N. Bayers

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. HOLIDAY SCHEDULE**

The Board examined the City of Malden’s holiday schedule, as well as MHA’s prior years’ policy.

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

VOTED: To authorize and approve the City’s holiday schedule for MHA employees as follows:

Monday, November 11, 2019 – close

Wednesday, November 27, 2019 – close at Noon  
Thursday, November 28, 2019 – close  
Friday, November 29, 2019 – close

Tuesday, December 24, 2019 – close  
Wednesday, December 25, 2019 – close

Tuesday, December 31, 2019 – close at Noon  
Wednesday, January 1, 2020 – close

One-half shopping day to be taken with Supervisor's Approval between Monday December 2<sup>nd</sup> and Monday December 23<sup>rd</sup>, 2019.

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

Nays: None

**B. DIANE COHEN**

The Board was informed of the death of Louise Mary Callahan, mother of Diane Cohen.

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 donation in the sum of \$50 to the Friends of the Reading Public Library in memory of Diane Cohen's mother.

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

Nays: None

**C. RETIREMENT – HOWARD L. GORDON**

It was announced that Howard L. Gordon, MHA's fee accountant is retiring and a party was being held on November 15, 2019. It was suggested MHA provide Mr. Gordon with a gift for his long-time service to MHA.

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 a gift of up to \$100 for Mr. Gordon to be determined later.

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

Nays: None

**CORRESPONDENCE**

- Malden Babe Ruth League Annual Award
- Nan McKay Conferences
  - Public Housing Executive Management
  - Family Self-Sufficiency

**8. OPEN DISCUSSION**

None

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

Nays: None

Adjourned at 5:25 PM

  
Francis C. Boudrow, Secretary