

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 23, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

1. APPROVAL OF MINUTES OF OCTOBER 9, 2018

The minutes of the meeting of October 9, 2018 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve the minutes of October 9, 2018.

Ayes: Frank M. Molis, Mark A. Lawhorne, 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. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Board scrutinized three (3) invoices all dated October 12, 2018 from CBI. The first for construction contract administration in the sum of \$5,076 for exterior building envelope repairs at 630 Salem Street. The second invoice of \$10,556 for construction management and clerk services for the 14-16 Clement Street rehabilitation project and, the third of \$3,200 for research and submittal application report to Federal Emergency Management Agency ("FEMA") for the flood plain assessment.

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 payment to CBI in the sum of \$5,076 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 Massachusetts Department of Housing and Community Development ("DHCD") for processing; and for \$3,200 for the flood plain assessment at 89 Pearl Street to be paid from Central Office Cost Center ("COCC").

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

Nays: None

B. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (2)

Two (2) invoices from MVES, both dated October 18, 2018 for the month of September 2018 in the sum of \$12,573.43 for resident service coordinators at the federal developments and of \$93.54 for coverage of a Forestdale event was reviewed 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 \$12,573.43 from the Federal AMP's served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

C. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (2)

The Board considered two (2) undated invoices, due November 2, 2018, from HAI Group in the sum of \$28,367 for automobile liability and physical damage and the second for \$7,232 for excess automobile liability for MHA's automobiles.

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 payment to HAI Group in the total sum of \$35,599 for automobile liability, physical damage and excess automobile liability for MHA's automobiles.

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

Nays: None

D. MALDEN POLICE DEPARTMENT – INVOICE

An invoice dated October 18, 2018 from the Malden Police Department for a police detail at 120 Mountain Avenue in the sum of \$246.80 was analyzed by the Board.

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

VOTED: To approve and authorize payment of \$246.80 to the Malden Police Department for police detail coverage.

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

Nays: None

E. MHA EMPLOYEES – ELECTRICAL DEPARTMENT BONUSES

The Executive Director expressed his desire to compensate certain, select MHA employees for their exceptional service in replacing three (3) antiquated and very dangerous electric breaker panels at 120 Mountain Avenue over the course of 2 recent weekend overnights with minimal interruption on building residents. The completion of this electrical work allowed for the reduction of MHA's commercial property insurance deductible from \$50,000 per occurrence to \$10,000 per occurrence with a resulting lower premium. The Executive Director suggested the following bonuses:

Kevin Sarringer, Electrician	\$1,500
Eric Svenson, Principal Foreman	500
Ken Wilson, Foreman	500
Fred Wilcox, Foreman	500

After due discussion and upon duly motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the Executive Director to award the above-listed employees a one-time bonus to be paid from the COCC for their exceptional services at 120 Mountain Avenue.

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

Nays: None

F. NEW ENGLAND REGIONAL COUNCIL – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“NERC/NAHRO”) – FLYER

The Board studied a Program Book solicitation for the NERC/NAHRO 2019 Mid-Winter Conference and Exhibition to be held at the Mohegan Sun Convention Center from February 3, 2019 thru February 6, 2019.

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

VOTED: To approve registration, travel and lodging for Commissioners and staff to attend the NERC/NAHRO 2019 Mid-Winter Conference

and Exhibition at MHA expense and further to purchase of a full page ad in the Conference and Program Book at a cost of \$175 to be paid from the COCC.

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

Nays: None

4. **POLICIES**

A. None

5. **CHARITABLE REQUESTS**

A. **HOUSING FAMILIES INC. ("HFI") – GIFT DRIVE**

A solicitation from Housing Families Inc. for their Holiday Gift Drive 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 a contribution of \$100 to the Housing Families, Inc. Holiday Gift Drive from the COCC.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Nan McKay and Associates, Inc. reminder
- NAHRO 2018 Fall Conference – Crowne Plaza, Natick
- Malden Public Safety Department – Thank you

7. **OPEN DISCUSSION**

A. **HOLIDAY SCHEDULE**

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

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 City's holiday schedule for MHA employees as follows:

Monday, November 12, 2018 (Veteran's Day) – close

Wednesday, November 21, 2018 – close at Noon, Thursday,
November 22, 2018 and Friday, November 23, 2018
(Thanksgiving) – close

Monday, December 24, 2018 and Tuesday, December 25, 2018
(Christmas) – close

Monday, December 31, 2018 and Tuesday, January 1, 2019 (New
Year) – close

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

Nays: None

ADJOURNMENT

After due discussion and upon motion duly made by George N. Bayers and seconded by
Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:15 PM


Francis C. Boudrow, Acting Secretary