

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 24, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

**1. APPROVAL OF MINUTES OF SEPTEMBER 26, 2017 AND OCTOBER 10, 2017**

The minutes of the meetings of September 26, 2017 and October 10, 2017 were presented to the Board 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 minutes of September 26, 2017 and October 10, 2017 as submitted.

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

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. PHOENIX COMMUNICATIONS, INC. – INVOICE**

An invoice from Phoenix Communications, Inc. dated October 18, 2017 in the sum of \$1,346.25 for emergency fiber repairs to Mountain Avenue due to an outage was scrutinized by the Board.

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

VOTED: To approve and authorize payment to Phoenix Communications, Inc. in the sum of \$1,346.25 from Central Office Cost Center ("COCC") for emergency fiber repairs to Mountain Avenue.

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

Nays: None

**B. MALDEN YMCA ("YMCA") INVOICES (3)**

The Board reviewed an invoice from the YMCA dated October 6, 2017 in the sum of \$4,166.67 for MHA resident family memberships and program services for the month of September 2017.

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

VOTED: To approve and authorize payment to the YMCA in the sum of \$4,166.67 for September 2017 family memberships to be paid from COCC funds.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

Two additional (2) invoices from the YMCA both dated September 30, 2017 in the sums of \$1,992.87 for Linden and \$932.06 for the Newland Street After School Program were considered by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$1,992.87 for the Linden and \$932.06 for the Newland Street After School Programs.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**C. HOMER CONTRACTING ("HOMER") – INVOICE**

The Board analyzed an invoice dated October 13, 2017 in the sum of \$238,532.03 from Homer for installation of the steps, stoops and handrails project at the Newland Street.

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 Homer in the sum of \$238,532.03 for installation of the steps, stoops and handrails

project at the Newland Street development to be paid from Capital Funds.

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

Nays: None

**D. THYSSENKRUPP ELEVATOR CORP (“THYSSENKRUPP”) – INVOICES (2)**

Two (2) invoices both dated August 8, 2017 from Thyssenkrupp for elevator renovations at 630 Salem Street in the sum of \$10,513.80 and 120 Mountain Avenue in the sum of \$28,286.10 was studied by the Board.

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 Thyssenkrupp from Capital Funds for elevator renovations at 630 Salem Street in the sum of \$10,513.80 and 120 Mountain Avenue in the sum of \$28,286.10

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

Nays: None

**E. THIS END UP FURNITURE COMPANY, INC. – QUOTE**

The Board perused a quote from This End Up Furniture Company, Inc. dated October 18, 2017 for seat cushions in the sum of \$434.35

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 quote from This End Up Furniture Company, Inc. for chair and seat cushion replacement in the sum of \$434.35.

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

Nays: None

**F. MALDEN POLICE DEPARTMENT – INVOICES (7)**

Seven (7) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/04/17	16735	\$246.80
10/06/17	16754	493.60
10/11/17	16773	740.40
10/16/17	16819	863.80
10/17/17	16849	246.80
10/23/17	16888	246.80
10/24/17	16906	<u>555.30</u>
	TOTAL	<u>\$3,393.50</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$3,393.50 for detail patrol coverage.

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

Nays: None

**G. MYSTIC VALLEY ELDER SERVICES – (“MVES”) INVOICES (2)**

The Board considered two (2) invoices both dated October 23, 2017 from MVES for Resident Service Coordinator services. The first for resident service coordinators for Federal developments in the amount of \$11,416.50 for September 2017, and the second for a Forestdale event the amount of \$94.93

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 MVES in the sums of \$11,416.50 for MHA's federal developments served and \$94.93 for MHA's Forestdale to be paid from COCC funds.

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

Nays: None

#### 4. **POLICIES**

##### A. **DRESS CODE – MHA EMPLOYEES**

The Board discussed the current dress code for MHA employees and the need to generalize the current dress code opposed to itemization and detail.

No further action was necessary at this time.

##### B. **BEREAVEMENT LEAVE**

A proposed change to the bereavement leave policy expanding the definition of immediate family was reviewed and discussed by the Board.

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

VOTED: To reject the proposed change to the bereavement leave policy.

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

Nays: None

##### C. **MYSTIC VALLEY ELDER SERVICES (“MVES”) – MEMORANDUM OF UNDERSTANDING (“MOU”)**

The Executive Director presented a draft MOU between MVES and MHA for the provision of supportive services programs to residents at various developments. It was explained that the previous program of supportive services were a significant benefit to many tenants, particularly elderly.

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

VOTED: To approve and authorize the Executive Director to enter into the MOU with MVES for the provision of onsite resident supportive services at MHA’s federal developments.

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

Nays: None

##### D. **EMPLOYEE REQUEST – SICK TIME**

The Board received a request from Gary L. Perrin, to borrow his 2018 sick time in advance in accordance with MHA’s Personnel Policy due to a recent serious illness.

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

VOTED: To approve and authorize Gary L. Perrin to be advanced twelve (12) days sick time from his CY 2018 allocation.

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

Nays: None .

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **EMPLOYEE REQUEST – SICK TIME**

The Board reviewed correspondence from MHA's Human Resource Director requesting that MHA employee, Khin Myint receive five (5) days of sick time in advance from her 2018 allocation to travel to Burma to visit her family.

No further action was necessary.

B. **NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("NERC/NAHRO")**

The Board studied a Program Book solicitation for the NERC/NAHRO 2018 Mid-Winter Conference and Exhibition to be held in Uncasville, CT from February 4, 2018 thru February 7, 2018.

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

VOTED: To approve and authorize registration, travel, hotel and meals at MHA expense for Commissioners and staff to attend the NERC/NAHRO 2018 Mid-Winter Conference and Exhibition and further to purchase of a one-half page ad in the Conference and Program Book at a cost of \$100 to be paid from the COCC.

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

Nays: None

**CORRESPONDENCE**

- City of Malden – 14<sup>th</sup> Annual Parade of Holiday Traditions
- MHA Use of Community Space Policy
- Nelrod Consortium – 17<sup>th</sup> Annual Conference in Las Vegas

**7. OPEN DISCUSSION****A. HOLIDAY SCHEDULE**

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

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

VOTED: To authorize and approve the City's holiday schedule for MHA employees on an annual basis going forward.

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

Nays: None

**B. HALLOWEEN**

It was discussed by the Board to releasing MHA employees at 4:00 PM on Halloween as it is the current policy for the City.

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

VOTED: To authorize and approve the early release of MHA employees on October 31, 2017 in observance of Halloween and in accordance with the City's holiday schedule.

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

Nays: None

**C. MHA'S ANNUAL EMPLOYEE PERFORMANCE EVALUATION FORM**

The Executive Director distributed the Employee Performance Evaluation form for his performance for the period October 1, 2016 thru September 30, 2017 for completion by the Board.

No further action was necessary.

**ADJOURNMENT**

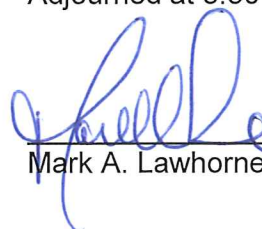
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:50 PM

  
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Mark A. Lawhorne, Secretary