

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 27, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

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

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

1. APPROVAL OF MINUTES OF SEPTEMBER 22, 2015 AND OCTOBER 13, 2015

The minutes of September 22, 2015 and October 13, 2015 were not reviewed yet and were held until the next meeting.

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

VOTED: To table.

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

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. DHCD – BUDGET CERTIFICATIONS RESOLUTIONS 2015-18, 2015-19 AND 2015-20

The Executive Director explained the need to execute additional budget certifications for DHCD in confirmation of the FY 2016 budget approval accomplished at the last board meeting.

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

RESOLVED AND VOTED: To confirm approval of the FY 2016 State budget and authorize MHA Board members and the Executive Director to execute necessary certifications.

**Resolution #2015-18 State Aided Program 400-1
Resolution #2015-19 State Aided Program 689-C
Resolution #2015-20 State Aided Program MRVP**

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

Nays: None.

B. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (5)

Five (5) invoices from HAI Group were perused by the Board as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Coverage Date</u>	<u>Insurance Coverage</u>	<u>Amount</u>
10/26/15	N/A	11/13/15 thru 11/13/16	Flood – Linden	\$ 13,278
11/06/15	HG00078375	10/01/15 thru 10/01/16	Excess Auto Liability	6,458
11/06/15	HG00078372	10/01/15 thru 10/01/16.	Commercial Liability, Employee Benefits Liability & Mold Liability	47,912
11/06/15	HG00068674	10/01/15 thru 10/01/16	Commercial Property and Flood	237,282
11/06/15	HG00068678	10/01/15 thru 10/01/16	Auto Liability	<u>24,716</u>
TOTAL DUE				<u>\$ 329,646</u>

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

VOTED: To approve and authorize payment to the HAI Group for the above insurance coverage in the total sum of \$329,646.

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

Nays: None.

C. REQUEST FOR PROPOSALS ("RFP") EXERCISE MEMBERSHIPS AND YOUTH DEVELOPMENT PROGRAM

The Board reviewed a proposal from the Malden YMCA for the provision of MHA public housing resident family membership services in the sum of up to \$50,000/year for up to a five (5) year term, in the MHA's discretion to extend year to year. The Board discussed the need to condition the contractual award on the U.S. Department of Housing and Urban Development's ("HUD's") approval of the YMCA's repurchase of the two (2) condominium units in the Malden Armory Condominium currently owned by the MHA, and on sufficient and reliable future HUD appropriations.

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

VOTED: To approve the Malden YMCA as the most responsive and responsible bidder for the provision of MHA public housing resident family membership services in the sum of up to \$50,000/year in MHA Central Office Cost Center funds for up to a five (5) year term, in the MHA's discretion to extend year to year, contingent upon the repurchase of MHA's condominium units by the YMCA and sufficient and reliable future HUD appropriations.

Ayes: George N. Bayers, Francis C. Boudrow,

Abstain: Joan M. Chiasson, Frank M. Molis and Mark A. Lawhorne.

Nays: None.

The Board also considered the youth development program services for both the Linden and Newland developments in the sum of \$35,052 each, subject to sufficient and reliable future HUD appropriations.

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

VOTED To approve the Malden YMCA as the most responsive and responsible bidder for youth development program services at both the Linden and Newland developments in the total sum of \$70,104, , subject to sufficient and reliable future HUD appropriations.

Ayes: George N. Bayers, Francis C. Boudrow,

Abstain: Joan M. Chiasson, Frank M. Molis and Mark A. Lawhorne.

Nays: None.

D. BORRELL TECHNOLOGY INCORPORATED ("BORRELL") – INVOICE

An invoice dated October 20, 2015 from Borrell in the amount of \$21,498.75 for consulting services for the Newland Street accessibility project and procurement 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 Borrell in the amount of \$21,498.75 for consulting services.

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (6)

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

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/09/15	11807	\$940
09/25/15	11944	188
10/13/15	12073	752
10/16/15	12106	376
10/20/15	12140	564
10/26/15	12172	<u>752</u>
	TOTAL	3,572

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

VOTED: To approve and authorize payment to the Malden Police Department for police detail invoices in the total sum of \$3,572.

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

Nays: None.

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

Two (2) invoices from MVES dated October 21, 2015 in the sum of \$11,350.03 for resident service coordinators at the various developments for the month of September 2015 and in the sum of \$34.38 for coverage of a Forestdale event on September 28, 2015 were 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 sums of \$11,350.03 and \$34.38.

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

Nays: None.

G. YMCA – INVOICES (2)

The Board considered two (2) invoices from the YMCA dated August 31, 2015 in the sum of \$2,811.73 and the second invoice dated September 30, 2015 in the sum of \$1,973.07 for the Newland Street After School Program.

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

VOTED: To approved and authorize payment to the YMCA in the amounts of \$2,811.73 and \$1,973.07 for the Newland Street After School Program.

Ayes: George N. Bayers, Francis C. Boudrow,

Abstain: Joan M. Chiasson, Frank M. Molis and Mark A. Lawhorne.

Nays: None.

H. WRITE OFF OF TENANT ACCOUNT RECEIVABLES

The Executive Director presented an itemized list of monies owed by former tenants. It was explained that recovery from the former tenants was difficult, but MHA's attorney will pursue any viable opportunities.

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

VOTED: To write off the Tenant Account Receivables in the total sum of \$12,104.24 as of September 30, 2015, as detailed by the following developments, below:

AMP 1	\$3,976.31
AMP 3	2,807.00
AMP 4	2,177.35
AMP 5	2,070.00
AMP 6	668.00
667 C	<u>405.58</u>
	<u>\$12,104.24</u>

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

Nays: None.

I. URBAN AIR INC. ("URBAN AIR") – INVOICE

An invoice dated October 23, 2015 from Urban Air for the monthly information technology services in the sum of \$2,100 was considered by the Board.

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

VOTED: To approve and authorize payment to Urban Air for information technology services in the sum of \$2,100.

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

Nays: None.

J. DHCD CAPITAL PLAN

The Executive Director explained that DHCD required MHA to submit the MHA's updated Capital Plan on September 22, 2015, and requested the Board to confirm that submission.

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 confirmation of submission of the MHA's Capital Plan to DHCD on September 22, 2015.

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

Nays: None.

4. POLICIES

A. MOTOR VEHICLE TOWING PROCEDURE

The Executive Director distributed a draft motor vehicle towing procedure for the Board's review.

No further action was necessary.

5. CHARITABLE REQUESTS

A. 630 SALEM STREET CLUB

The Executive Director submitted a letter dated September 15, 2015 from the president of the 630 Salem Street Club requesting a donation for activities during the holiday season, together with bank statements.

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

VOTED: To authorize and approve a \$1,000 contribution to the 630 Salem Street Club from the COCC.

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

Nays: None.

B. MALDEN HIGH SCHOOL ("MHS") – CLASS OF 2016

The MHS Class of 2016 is hosting a fundraiser for Housing Families Inc. on November 7, 2015 to benefit homelessness in the community.

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

VOTED: To authorize and approve a \$100 contribution to the MHS Class of 2016 fundraiser to benefit homelessness from the COCC.

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

Nays: None.

C. HOUSING FAMILIES INC. – HOLIDAY GIFT DRIVE

The Board reviewed a solicitation from Housing Families Inc. for their Holiday Gift Drive.

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

VOTED: To approve and authorize a contribution of \$100 to the Housing Families Inc. Holiday Gift Drive from the COCC.

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

Nays: None.

6. CORRESPONDENCE AND NEWSLETTERS

A. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION ("PHADA") – 2016 COMMISSIONERS' CONFERENCE

The Board examined information on the upcoming PHADA 2016 Commissioners' Conference scheduled for January 10-13, 2016 at the Hyatt Regency in Miami, FL.

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

VOTED: To approve and authorize commissioners and any appropriate staff to attend the PHADA 2016 Commissioners' Conference.

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

Nays: None.

B. NEW ENGLAND REGIONAL COUNCIL (“NERC”)

The October 2015 NERC Journal was distributed to the Board.

No further action was necessary.

C. PUBLIC HOUSING ASSISTANCE SYSTEM (“PHAS”) SCORE

The Board accepted a transmittal of the PHAS score from DHCD of 93 which equates to MHA being a High Performer.

No further action was necessary at this time.

D. HOLIDAY SCHEDULE

The Board discussed the holiday schedule for MHA employees while reviewing the City of Malden’s holiday schedule, as well as MHA schedule in prior years.

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

VOTED: To authorize and approve MHA employees the same Holiday work schedule as City of Malden employees as well as an additional paid one-half shopping day to be taken, subject to supervisor’s approval, between November 30, 2015 and December 23, 2015.

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

Nays: None.

E. MHA – HOLIDAY PARTY

The Board discussed the Holiday Party to be held at the Sun Kong Restaurant on Eastern Avenue, Malden with a date to be announced later.

No further action was necessary.

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

A flyer for the NERC/NAHRO 2016 Mid-Winter Conference and Exhibition was transmitted out to the Board.

No further action was necessary.

G. MHA'S ANNUAL EMPLOYEE PERFORMANCE EVALUATION FORM

The Executive Director distributed the Employee Performance Evaluation form for his performance for the period October 1, 2014 thru September 30, 2015 for completion by the Board.

No further action was necessary.

H. DECEMBER 2015 BOARD MEETINGS

The Executive Director and Commissioners discussed the Board meetings scheduled for the month of December 2015 and set meetings as follows:

- December 1, 2015 at 8:30 AM
- December 15, 2015 at 5:00 PM

No further action was necessary.

7. OPEN DISCUSSION

None

ADJOURNMENT

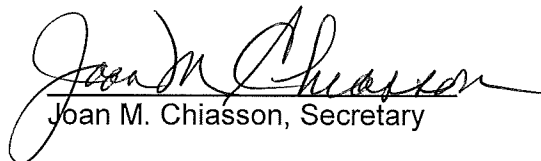
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:10 PM


Joan M. Chiasson, Secretary