

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 27, 2020 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

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

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

1. APPROVAL OF MINUTES OF OCTOBER 13, 2020

The minutes of the meeting of October 13, 2020 were reviewed by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve the minutes of October 13, 2020 as submitted.

Ayes: George N. Bayers, Frank M. Molis and William P. Hurley

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. SUBMISSION OF MHA'S FY2021 BUDGET WITH CERTIFICATIONS TO THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") - RESOLUTION NO. 2020-08

MHA's FY 2021 Budget, previously approved for submission to the U. S. Department of Housing and Urban Development ("HUD"), as prepared in accordance with the published Public Housing Budget Guidelines issued by DHCD, was reviewed by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2020-08** To approve MHA's FY 2021 Budget as prepared pursuant to DHCD's published FY2021 Budget Guidelines and authorize the Executive Director and MHA's Fee Accountant to submit the same to DHCD together with all requisite signed budget certifications and other documentation.

Ayes: George N. Bayers, Frank M. Molis and William P. Hurley

Nays: None

B. EXECUTIVE DIRECTOR SALARY CERTIFICATION – RESOLUTION NO. 2020-09

The Salary Certification for the Executive Director for FY 2021 was considered by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

RESOLVED AND VOTED: **Resolution No. 2020-09** To certify authorize and approve the Board Chairperson and Executive Director to execute and submit to DHCD the Executive Director's salary certification and attach a true and accurate copy of the contract of employment between MHA and the Executive Director fully reporting the Executive Director's total compensation.

Ayes: George N. Bayers, Frank M. Molis and William P. Hurley

Nays: None

Joan M. Chiasson joined the meeting.

C. CBI CONSULTING, LLC ("CBI")

An invoice from CBI dated October 21, 2020 for construction documents for the Forestdale ModPhase project in the sum of \$2,600 was analyzed by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$2,600 for the Forestdale ModPhase Project construction documents and to submit to DHCD for processing.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

D. COMFORT SYSTEMS USA – BCM CONTROLS CORPORATION ("BCM") – PROPOSAL

A proposal from BCM dated October 20, 2020 in the sum of \$3,620.69 for the installation of a dome surveillance camera at the 630 Salem Street library was studied by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve the proposal from BCM for the installation of a dome surveillance camera at the 630 Salem Street library for the sum of \$3,620.69 and authorize the Executive Director to contract for same.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

E. AMBIENT TEMPERATURE CORPORATION (“ATCO”) – PROPOSAL

The Board perused a proposal dated October 6, 2020 from ATCO in the sum of \$9,850 for the installation of a new air conditioning system at the Forestdale office.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the proposal from ATCO for the installation of a new air conditioning system at the Forestdale office for the sum of \$9,850 and authorize the Executive Director to contract for same.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

F. HOUSING AUTHORITY INSURANCE GROUP (“HAI GROUP”) – INVOICE

An invoice dated October 12, 2020 from HAI Group for Section 8 lead liability insurance in the sum of \$4,293 for coverage through October 1, 2021 was examined by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to HAI Group in the sum of \$4,293 for Section 8 lead liability insurance any to be paid from Section 8 funds.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

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

The Board scrutinized an invoice dated October 20, 2020 from MVES for the month of September 2020 in the sum of \$14,424.11 for resident service coordinators at various Federal developments.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to MVES in the sum of \$14,424.11 to be allocated to the Federal AMP's served.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

H. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION ("PHADA") – INVOICE FOR DUES

An invoice from PHADA dated November 1, 2020 in the sum of \$3,695 for annual membership dues for year ending November 2021 was reviewed by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve payment to PHADA in the sum of \$3,695 for MHA's annual membership dues to be paid by Central Office Cost Center ("COCC") funds.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board considered three (3) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were analyzed by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/09/20	23258	\$ 263.65
10/20/20	23299	1,581.90
10/20/20	23314	<u>263.65</u>
	TOTAL	<u>\$2,109.20</u>

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$2,109.20 with cost allocated to the AMP's served.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

J. MHA – VACATION BUYBACK OF UNUSED TIME

Due to the public health crisis (COVID-19) many MHA employees have not used their earned vacation time. There was a discussion on waiving the provisions of MHA's current vacation accrual policy to buy back up to two (2) full weeks of employees' unused vacation time for the calendar year 2020 with payment to be made during the month of December 2020.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize a one-time exception to MHA's Personnel Policy to allow MHA to buy-back up to two (2) weeks of unused accrued vacation from all employees unable to use such time due to the pandemic with payment to be made during the month of December 2020.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

K. MALDEN YOUNG WOMEN'S CHRISTIAN ASSOCIATION ("YWCA") HOUSING ASSISTANCE PAYMENT ("HAP") CONTRACT

The Executive Director presented the HAP contract with the YWCA which is a five (5) year extension to the current contract for subsidy of six (6) single room occupancy units.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the Executive Director to execute the HAP contract with the YWCA for an additional five (5) year extension ending November 1, 2025.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

L. MHA'S ELECTRIC UTILITY SUPPLY

The Executive Director added a new agenda item requesting approval to contract with ENGIE for five (5) years for MHA's electric utility supply. MHA has been paying 11.766 cents per kilowatt hour during the term of the current contract which expires on November 1, 2020. To date, MHA has not received its contract or an exact pricing amount, which changes daily. It was suggested to accept the procured "green" electric utility supply and authorize the Executive Director to contract with ENGIE for a five (5) year term beginning November 1, 2020 at the fixed rate of between 14.56 and 14.96 cents per kilowatt hour.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve a five-year term contract for MHA's electric utility supply with ENGIE beginning November 1, 2020 at the fixed rate of between 14.56 and 14.96 cents per kilowatt hour and authorize the Executive Director to execute same.

Ayes: George N. Bayers, Joan M. Chiasson, Frank M. Molis, and William P. Hurley

Nays: None

Mark A. Lawhorne joined the meeting.

M. FINANCE STAFF ON-LINE INTERMEDIATE HUD ACCOUNTING, BUDGETING AND REPORTING TRAINING

The Executive Director had informed the Board of a new agenda item by email on October 27, 2020 requesting approval to allow MHA's finance staff to attend a two (2) day on-line Intermediate HUD Accounting, Budgeting and Reporting Training class conducted by BDO Finance.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize approval for MHA's finance staff to attend a two (2) day on-line HUD training class conducted by BDO Finance.

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

Nays: None

4. POLICIES AND CONTRACTS

None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

A. HOLIDAY SCHEDULE

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

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

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

Wednesday, November 11, 2020 - close

Wednesday, November 25, 2020 – close at Noon

Thursday, November 26, 2020 – close

Thursday, December 24, 2020 – close

Friday, December 25, 2020 – close

Thursday, December 31, 2020 – close

Friday, January 1, 2021 – close

One-half shopping day to be taken with supervisor's approval between Friday November 27, 2020 and Wednesday December 23, 2020.

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

Nays: None

B. EXECUTIVE DIRECTOR'S DISCLOSURE OF ELECTION OR APPOINTMENT TO AN UN UNCOMPENSATED POSITION AS REQUIRED BY 930 CMR 6.02(3) ("DISCLOSURE")

The Executive Director's Disclosure of an appointment to an uncompensated position 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 accept the Executive Director's Disclosure as submitted.

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

Nays: None

ADJOURNMENT

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM



Frank M. Molis, Secretary

SEAL

**THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF
COMMISSIONERS AT THEIR REGULAR MEETING OF 11/10/2020, TO BE SIGNED WHEN
THE PUBLIC HEALTH CRISIS IS ABATED**