

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 8, 2019 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. ELECTION OF NEW OFFICERS**

The Executive Director suggested to the Board that the first meeting in October was the customary time for the election of officers.

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

VOTED: To elect a slate of officers as follows:

Mark A. Lawhorne, Chairperson  
George N. Bayers, Vice Chairperson  
Francis C. Boudrow, Secretary  
Joan M. Chiasson, Treasurer  
Frank M. Molis, Assistant Treasurer

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

Nays: None

Mark A. Lawhorne assumed the Chair to conduct the remainder of the Meeting.

**2. APPROVAL OF MINUTES OF SEPTEMBER 10, 2019 AND SEPTEMBER 24, 2019**

The minutes of the meetings of September 10, 2019 and September 24, 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 September 10, 2019 as submitted and to correct a vote of No. 3B in the September 24, 2019 minutes to read Joan M. Chiasson, not Francis C. Boudrow.

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

Nays: None

**3. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board reviewed the bills and checks 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 bills and signing of checks as submitted.

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

Nays: None

**4. FINANCIAL MATTERS**

**A. E5 BUILDERS, LLC – INVOICE**

An invoice and Certificate of Final Completion dated September 27, 2019 from E5 Builders, LLC for the completion of the work on the door replacement at 13 Rockland Avenue and an invoice in the sum of \$5,530 was scrutinized 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 E5 Builders, LLC in the sum of \$5,530 for the completion of work on the door replacement project at 13 Rockland Avenue 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

**B. NELCO WORLDWIDE (“NELCO”) – APPLICATION AND CERTIFICATE FOR PAYMENT**

The Board reviewed an Application and Certificate for Payment dated October 4, 2019 from NELCO in the sum of \$110,557.60 for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project.

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 NELCO in the sum of \$110,557.60 for the Clement Street HILAPP project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**C. HOMER CONTRACTING, INC. – INVOICE**

An invoice from Homer Contracting, Inc., Requisition No. 15 dated September 26, 2019 in the sum of \$355,205 for work on the 630 Salem Street building envelope project was considered by the Board.

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 payment to Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$355,205 for work on the 630 Salem Street building envelope project.

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

Nays: None

**D. SITE IMPROVEMENTS INC. – INVOICE**

The Board studied an invoice dated September 24, 2019 from Site Improvements, Inc. for various federal parking area improvements in the sum of \$32,300.

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 Site Improvements, Inc. in the sum of \$32,300 to be paid from MHA's Capital Fund for parking area improvements at various developments.

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

Nays: None

**E. CBI CONSULTING INC. ("CBI") – INVOICE**

An invoice dated September 25, 2019 in the sum of \$942.50 from CBI for structural investigation services at 120 Mountain Avenue was perused by 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 and authorize payment to CBI in the sum of \$942.50 for consulting services at 120 Mountain Avenue to be paid from MHA's Capital Fund.

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

Nays: None

**F. CBI – INVOICE**

The Board examined an invoice from CBI dated September 23, 2019 for construction contract administration and sub-contract consultant cost in the sum of \$9,984 for exterior building envelope repairs at 630 Salem 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 CBI in the sum of \$9,984 for consulting services for building envelope repairs of 630 Salem Street to be paid from MHA's Capital Fund.

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

Nays: None

**G. CBI – INVOICE**

An invoice dated September 23, 2019 in the sum of \$13,557.51 for additional clerk of the works services and reimbursable expenses for the Clement Street rehabilitation project was scrutinized by the Board.

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 CBI in the sum of \$13,557.51 for the Clement Street HILAPP rehabilitation project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**H. TERMINAL EXCHANGE SYSTEMS – CHANGE ORDER**

The Board reviewed a change order dated September 25, 2019 from Terminal Exchange Systems in the amount of \$1,944 for advanced threat protection and email filtering/link protection. There was also a one-time fee of \$2,500 for a two (2) factor authentication prompts to telephones when logging in on new devices increasing the total contract to \$45,144.

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

VOTED: To approve the change order and related work under Terminal Exchange Systems contract increasing the total contract to \$45,144.

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

Nays: None

**I. DIANE COHEN ("COHEN") – INVOICE**

An invoice dated October 1, 2019 in the sum of \$1,500 from Diane Cohen for consulting services for the Admissions and Continued Occupancy Plan ("ACOP") was considered 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 Diane Cohen in the sum of \$1,500 for consulting services to be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

**J. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE**

The Board analyzed an invoice from SG Risk dated October 1, 2019 in the amount of \$2,656.25 for risk management consulting services.

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 SG Risk in the amount of \$2,656.25 for consulting services from COCC funds.

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

Nays: None

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

Two (2) invoices from MVES, and both dated September 26, 2019 for the month of August 2019 were studied by the Board. The first in the sum of \$111.33 for Forestdale services and the second in the sum of \$12,230.87 for resident service coordinators at various federal developments.

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 MVES in the sums of \$111.33 from COCC funds and the second in the sum of \$12,230.87 from the Federal Amps served.

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

Nays: None

**L. JAMES M. HENNESSEY– INVOICES (2)**

The Board perused two (2) invoices from James M. Hennessey and both dated October 3, 2019. The first invoice in the sum of \$3,960 was for Section 8 applicant reviews and Family Self-Sufficiency program ("FSS") hearings and the second invoice in the sum of \$1,890 was for Section 8 Quality Control Inspections.

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

VOTED: To approve two invoices from James M. Hennessey in the sums of \$3,960 and \$1,890 for hearings and inspections to be paid by the COCC or Section 8 as allocated.

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

Nays: None

**M. HOUSING AND DEVELOPMENT LAW INSTITUTE ("HDLI") – INVOICE**

An invoice from HDLI dated October 2, 2019 for annual membership dues beginning December 1, 2019 in the sum of \$895 was examined by 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 and authorize payment of \$895 to HDLI for annual dues from the COCC.

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

Nays: None

**N. MALDEN YMCA – INVOICES (3)**

The Board scrutinized three (3) invoices from the YMCA as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
10/03/19	Resident Family Memberships (Sept.)	4,166.67
08/31/19	Newland Street After School Program	2,630.09
08/31/19	Linden Street Program	<u>3,409.78</u>
	TOTAL	<u>\$10,206.54</u>

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 Malden YMCA in the total sum of \$10,206.54 for the invoices detailed above to be paid from the appropriate AMPs or COCC, as allocated.

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

Abstain: Mark A. Lawhorne and Frank M. Molis

Nays: None

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

Seven (7) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were perused by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/10/19	20737	\$790.95
09/13/19	20769	527.30
09/17/19	20788	329.56
09/25/19	20851	263.65
10/01/19	20865	790.95
10/03/19	20881	263.65
10/07/19	20908	<u>790.95</u>
	TOTAL	<u>\$3,757.01</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$3,757.01 as listed above from the AMPs served.

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

Nays: None

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

The Board examined an invoice dated September 30, 2019 from HAI Group for Section 8 lead liability insurance in the sum of \$4,211.52 for coverage through October 1, 2020.

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 sum of \$4,211.52 for Section 8 lead liability insurance.

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

Nays: None

**Q. MANAGEMENT REPORTS INTERNATIONAL (“MRI”) – CONTRACT**

The Executive Director discussed with the Board the advantages of contracting with MRI, MHA’s software vendor (formerly HAB Housing Software Solutions), for a long term contract for software rather than annually. The current annual contract is \$18,425 and MHA was offered a 3 year contract with a rate increase capped at 5% or a 5 year contract with a rate increase capped at 3.5%.

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

VOTED: To authorize and approve the Executive Director to contract with MRI for a 5 year contract with a rate increase capped at 3.5% for five years.

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

Nays: None

**5. POLICIES**

None

**6. CHARITABLE REQUESTS**

**A. MHA’S HOLIDAY OUTREACH PROGRAM**

An update of the amount collected from MHA employees for wearing blue jeans on Fridays was noted with the monies being donated to buy gifts for needy MHA families at the holidays was reviewed 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 the contribution of \$2,000 from the COCC to the MHA's Outreach Program.

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

Nays: None

## 7. CORRESPONDENCE AND NEWSLETTERS

### A. HOUSING CHOICE VOUCHER ELIGIBILITY, INCOME AND RENT CALCULATION SEMINAR – SECTION 8

The Board considered a flyer for a Housing Choice Voucher Eligibility, Income and Rent Calculation Seminar to be held at Four Points by Sheraton in Norwood on November 12-13, 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 and authorize appropriate staff to attend the Housing Choice Voucher Eligibility, Income and Rent Calculation Seminar in Norwood at MHA cost.

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

Nays: None

## CORRESPONDENCE

- DHCD Public Housing Notice 2019-23 – Regional Capital Assistance Team
- MA National Association of Housing and Redevelopment Officials ("Mass/NAHRO") – 2019 Fall Conference
- New England Regional Council Journal – October 2019
- MVES – Support Living Site

## 8. OPEN DISCUSSION

### A. HOLIDAY PARTY

Several quotes from local restaurants and caterers for MHA's holiday party were considered by the Board.

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 the Executive Director to enter in an agreement with Anthony's for MHA's holiday party in an amount not to exceed \$2,310, plus a 20% gratuity for wait staff to be paid by the COCC.

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

Nays: None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM

  
Francis C. Boudrow, Secretary