

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 9, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

### 1. ELECTION OF NEW OFFICERS

The Executive Director reminded 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 Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

VOTED: To elect a slate of officers as follows:

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

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

Frank M. Molis assumed the Chair to conduct the remainder of the Meeting.

### 2. APPROVAL OF MINUTES OF SEPTEMBER 25, 2018

The minutes of the meeting of September 25, 2018 were presented to the Board and 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 minutes of September 25, 2018.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

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 George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

### 4. FINANCIAL MATTERS

#### A. POSTAGE MACHINE – STATE CONTRACT

The Executive Director presented a proposal to purchase a new postage machine under a state-wide contract. Pitney Bowes Inc. will provide a new SendPro P1500 postage machine (not including postage) for five years at the rate of \$288.66 per month.

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 payments to Pitney Bowes Inc. for five years at the rate of \$288.66 per month for a new SendPro P1500 postage machine.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

#### B. HOMER CONTRACTING, INC. – INVOICE

The Board scrutinized a requisition dated October 4, 2018 in the amount of \$248,235 from Homer Contracting, Inc. for the building envelope project at 630 Salem Street.

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 to Homer Contracting for the amount of \$248,235 for the Salem Street project from the Capital Fund.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

#### C. NELCO – INVOICE

An Application and Certificate for Payment dated October 5, 2018 from NELCO in the sum of \$239,067.50 for the 14-16 Clement Street rehabilitation project 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 NELCO in the sum of \$239,067.50 for the 14-16 Clement Street rehabilitation project to be paid by Massachusetts Department of Housing and Community Development ("DHCD") High Leverage Asset Preservation Program ("HILAPP") funding.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**D. CBI CONSULTING INC. ("CBI") – INVOICES (2)**

The Board analyzed two invoices both dated September 28, 2018 from CBI for construction contract administration in the sum of \$4,230 for exterior building envelope repairs of 630 Salem Street and in the sum of \$11,306 for construction management and clerk services for the 14-16 Clement Street rehabilitation project.

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 CBI in the sum of \$4,230 for construction administration for exterior building envelope repairs of 630 Salem Street to be paid from the Capital Fund Program (CFP) and in the sum of \$11,306 for construction management services for the 14-16 Clement Street rehabilitation project to be submitted to DHCD for processing.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

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

An invoice dated October 1, 2018 in the sum of \$3,225 from Diane Cohen for consulting services for the Family Self-Sufficiency program ("FSS") and updates on the Administrative Plan (Section 8) and Admissions and Continued Occupancy ("ACOP") was studied 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 to Diane Cohen in the sum of \$3,225 for consulting services to be allocated to the appropriate cost center.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

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

The Executive Director presented the Board an invoice from SG Risk dated October 1, 2018 in the amount of \$4,420 for risk management consulting services for Section 8 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 payment of the invoice from SG Risk Consulting in the amount of \$4,420 for consulting services from the Central Office Cost Center ("COCC").

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**G. JAMES M. HENNESSEY – INVOICE**

The Board perused an invoice dated October 4, 2018 from James M. Hennessey for quality control inspections in the sum of \$3,712.50

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 to James M. Hennessey for quality control inspections in the sum of \$3,712.50 to be paid from COCC and Section 8 funds.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**H. MARSH & MCLENNAN AGENCY – COMMERCIAL PROPERTY INSURANCE**

A statement dated October 1, 2018 from Marsh & McLennan Agency in the sum of \$289,490.40 for commercial property and equipment breakdown insurance was examined 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 to Marsh & McLennan Agency for in the sum of \$289,490.40 for commercial property insurance and boiler insurance.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**I. YMCA – INVOICES – (2)**

The Board scrutinized two (2) invoices from the YMCA dated August 31, 2018 in the sum \$4,545.94 for after school/summer programs at Linden and dated August 31, 2018 in the sum of \$3,324.04 for Newland Street.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$4,545.94 and \$3,324.04 for the Linden and Newland Street after school/summer programs.

Ayes: George N. Bayers and Francis C. Boudrow

Nays: None

Abstain: Frank M. Molis

**J. YMCA – INVOICES (4)**

Four (4) invoices from the YMCA for MHA's Federal Public Housing Membership program were reviewed by the Board as follows:

Inv. No.	Inv. Date	Membership details	Amount
618	08/02/18	June 2018	\$ 4,166.67
718	08/02/18	July 2018	4,166.67
818	09/05/18	August 2018	4,166.67
918	10/02/18	September 2018	4,166.67
		Total	\$16,666.68

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

VOTED: To approve payment to the YMCA in the total sum of \$16,666.68 to be paid by the COCC for federal family memberships.

Ayes: George N. Bayers and Francis C. Boudrow

Nays: None

Abstain: Frank M. Molis

**K. MALDEN POLICE DEPARTMENT – INVOICES**

The Board considered an invoice dated October 1, 2018 from the Malden Police Department for a police detail at 120 Mountain Avenue in the sum of \$246.80

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 the Malden Police Department in the sum of \$246.80 for police detail coverage.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**L. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") - CAPITAL FUNDING**

A notice dated September 28, 2018 from HUD notifying MHA of an additional award of \$30,051 for FY 2018 for Capital Funding 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 the Executive Director to accept the additional award of \$30,051 for FY 2018.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**M. GORDON/GRIFFIN, LLC – ENGAGEMENT LETTER**

The Executive Director reviewed the annual engagement letter from Gordon/Griffin, LLC outlining the accounting services provided to MHA at a cost of \$78,797 for FY 2019.

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 Executive Director to execute the annual engagement letter from Gordon/Griffin, LLC for accountant services for FY 2019 in the total sum of \$78,797 to be paid in monthly installments of \$6,566.42 per month.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

**N. TERMINAL EXCHANGE SYSTEMS – INVOICE**

An invoice (Task Order Agreement) from Terminal Exchange Systems for upgrades to the computer server in the sum of \$24,877 was considered 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 Terminal Exchange Systems in the total sum of \$24,877 for computer upgrades to be paid from COCC funds.

Ayes: Frank M. Molis, George N. Bayers and Francis C. Boudrow

Nays: None

Joan M. Chiasson joined the meeting.

**O. ROOF REPLACEMENT AT FORESTDALE**

The Board analyzed six (6) bids for roof replacement work at the Forestdale development as follows:

<u>Company</u>	<u>Amount</u>
WPI Roofing & Construction	\$522,000
Almar LLC	478,700
Vareika Construction	620,300
P.O. Roofing	574,800
Capeway Roofing	661,600
MDM	815,000

The DHCD has determined that Almar LLC is the most responsive and responsible bidder for the roof replacement at Forestdale.

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 the Executive Director to contract with Almar LLC for the roof replacement at Forestdale.

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

Nays: None

**P. RUSSO-BARR ASSOCIATES – INVOICE**

An invoice from Russo Bar Associates dated September 30, 2018 in the amount of \$1,500 for bidding services on the roof project at Forestdale was studied 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 payment to Russo Bar Associates in the sum of \$1,500 for bidding services on the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**Q. GCG ASSOCIATES, INC. ("GCG") – INVOICE**

The Board perused an invoice from GCG Associates dated October 5, 2018 in the sum of \$4,040 for the design of MHA parking areas and striping/re-numbering of same.

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 GCG in the sum of \$4,040 for design work on MHA parking areas to be paid from Capital Funds.

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

Nays: None

**R. HOUSING AUTHORITY INSURANCE GROUP ("HAI GROUP") – INVOICES (3)**

Three (3) invoices from HAI Group were examined by the Board as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Coverage Date</u>	<u>Insurance Coverage</u>	<u>Amount</u>
10/01/18	HP00088739	10/01/18 thru 10/01/19	Section 8 Lead Liability	\$ 4,077.36
Undated	HP00095508	10/01/18 thru 10/01/19	Commercial Liability	61,274.00
10/01/18	HP00088752	10/01/18 thru 10/01/19	Directors & Officers Liability	5,203.00
Total Due				<u>\$70,554.36</u>

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 the HAI Group for the above insurance coverage in the total sum of \$70,554.36

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

Nays: None

**S. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION ("PHADA") - INVOICE**

An invoice dated November 1, 2018 from PHADA for MHA's membership dues in the sum of \$3,465 was scrutinized 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 PHADA in the sum of \$3,465 for membership dues.

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

Nays: None

5. **POLICIES**

A. None

6. **CHARITABLE REQUESTS**

A. **HOCKEY CARES, INC.**

The Executive Director explained the recent loss of one of MHA's maintenance employees, Brian Powers and it was suggested a donation in the sum of \$250 be made to Hockey Cares, Inc. in his memory.

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 a donation to Hockey Cares, Inc. in the sum of \$250 in memory of the loss of Brian Powers.

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

Nays: None

7. **CORRESPONDENCE AND NEWSLETTERS**

- Cambridge Health Alliance – Comedy Night Malden Chamber of Commerce
- MHA Annual Christmas Party

8. **OPEN DISCUSSION**

A. **SECTION 8 AND PUBLIC HOUSING FLAT RENTS**

The Executive Director presented the need to appeal the U.S. Housing and Urban Development's ("HUD's") FY 2019 fair market rents. Since the Board on September 11, 2018 had previously approved the fair market rents, the approval vote should be rescinded for the Boston-Cambridge-Quincy HUD Metro FMR Area only, with MHA continuing to administer HUD's FY 2018 FMR's for this FMR Area until the appeal is determined by HUD.

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

VOTED: To rescind the Board's September 11, 2018 approval of HUD's FY 2019 fair market rents for the Boston-Cambridge-Quincy HUD Metro FMR Area only, with MHA continuing to administer HUD's FY 2018 FMR's for this FMR Area until the appeal is determined by HUD.

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

Nays: None

**B. EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION FORM**

The Executive Director distributed his Annual Employee Performance Evaluation form to the Board for completion.

No further action was necessary at this time.

**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: Frank M. Molis, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

Nays: None

Adjourned at 5:45 PM

  
George N. Bayers, Secretary