

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 10, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF AUGUST 13, 2019**

The minutes of the meeting of August 13, 2019 were submitted to the Board for review, 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 August 13, 2019 as submitted.

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

Nays: None

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

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MHA FY 2020 OPERATING BUDGET AND BOARD RESOLUTION 2019-04**

The Executive Director welcomed MHA fee Accountant, Howard Gordon, to the meeting and then discussed MHA's proposed FY 2020 Operating Budget and related U.S. Department of Housing and Urban Development ("HUD") Approved Operating Budget Board Resolution form HUD-52574. The proposed Budget provides all MHA employees, except the Executive Director, with a 3% wage increase, with some employees receiving a base wage adjustment after the increase to establish new baseline salary levels for reasons explained to the Board, including increased responsibilities. The Executive Director explained that he cannot receive a

wage increase at this time due to Massachusetts Department of Housing and Community Development ("DHCD's") current Executive Director Salary Guidelines, and requested that the Board vote to approve MHA's FY 2020 Operating Budget, authorize the Chairperson to execute form HUD 52574 and further authorize the Executive Director to submit the signed form to HUD, as required.

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

**RESOLVED AND VOTED:** Resolution No. 2019-04 That MHA's Operating Budget for the Fiscal Year 2020 beginning October 1, 2019 be approved as proposed and that the Board Chairperson be authorized to execute form HUD-52574 to memorialize such approval and, further, that the Executive Director be authorized to submit the signed form to HUD, as required.

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

Nays: None

**B. MONTHLY FINANCIAL STATEMENTS**

The Executive Director discussed MHA's Combined Balance Sheets and Monthly Budget Comparisons for the months of May 31, 2019, June 30, 2019 and July 31, 2019 with the Board.

For information purposes only

**C. DIRECTOR OF FINANCE – CREDIT CARD INCREASE**

The Executive Director polled the Board by email on July 31, 2019 regarding the upcoming MRI Software Conference in Anaheim, California and an issue on the credit card limit for the Director of Finance. The Executive Director suggested that the credit card for Carla Svenson, Director of Finance, be increased to \$10,000 to allow for the payment of travel expenses for several staff to attend conferences.

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

VOTED: To confirm the email poll vote and authorize an increase on the credit card limit for the Director of Finance's MHA credit card to \$10,000.

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

Nays: None

**D. MARCUM, LLP – INVOICE**

The Board was polled by email on August 27, 2019 requesting payment to Marcum, LLP for the final bill dated June 26, 2019 for the audit of the financial statement and Agreed-Upon Procedures (“AUP”) for the year ended September 30, 2018 in the sum of \$9,420. Although MHA recently received this invoice, Marcum is treating it as being late.

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

VOTED: To confirm the approval and authorize payment to Marcum LLP in the sum of \$9,420 for an audit of MHA’s financial statements for FY ending September 30, 2019.

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

Nays: None

**E. DEVANEY ENERGY – OIL CONTRACT**

The Executive Director polled the Board by email on August 28, 2019 with a recommendation from the Modernization & Procurement Director to lock in pricing for oil at \$2.399 per gallon beginning November 1, 2018 through the heating season for MHA’s scattered site properties with Devaney Energy and authorize the Executive Director to contract for that amount. It was noted the price is about \$0.20 per gallon cheaper than last year’s quote.

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

VOTED: To confirm the contract with Devaney Energy as the most responsive and responsible bidder for its bid in the amount of \$2.399 per gallon for oil to heat MHA’s scattered site properties during the 2019-2020 heating season and to authorize and approve the Executive Director to execute a contract.

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

Nays: None

**F. MHA TRUCKS – PROTECTIVE RACKS**

The Board was polled on August 28, 2019 about several unprotected windows of MHA trucks being broken during trash disposal and requested the Board approve the purchase and installation of truck racks to protect the windows in the back of the cab of the trucks.

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

VOTED: To confirm the approval for the purchase of protective window racks for the back of MHA's trucks to be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

**G. INSURANCE BIDS – REQUESTS FOR PROPOSAL ("RFP")**

The Executive Director and Modernization Procurement Director presented insurance bids procured by SG Risk outlining recommendations for all of MHA's insurance coverage. It was noted that HAIG Group was the only insurer/broker to submit a complete package proposal, providing the administrative benefit of working with one entity with premiums in the sum of \$383,139. HAIG Group was also the lowest responsive and responsible bidder.

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 HAIG Group as the most responsive and responsible bid for MHA's insurance coverage in the sum of \$383,139.

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

Nays: None

**H. MHA'S REPORT ON AUP FROM MARCUM, LLP**

The Board was presented with MHA's AUP report from Marcum, LLP.

For informational purposes only.

**I. CBI CONSULTING, LLC ("CBI") – INVOICE**

The Board considered an invoice dated August 21, 2019 from CBI for consultant services for the various repairs to the Forestdale development in the sum of \$605.00

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 CBI in the sum of \$605 for repairs and submit the same to DHCD for reimbursement.

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

Nays: None

**J. CBI – INVOICE**

An invoice dated August 21, 2019 in the sum of \$13,550 for clerk of the works services and reimbursables for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project was analyzed 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 \$13,550 for additional clerk services and reimbursables for the Clement Street HILAPP rehabilitation project 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

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

The Board studied an Application and Certificate for Payment dated August 27, 2019 from NELCO in the sum of \$151,229.44 for the Clement Street HILAPP rehabilitation project.

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

VOTED: To approve and authorize payment to NELCO in the sum of \$151,229.44 for the Clement Street HILAPP project 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

**L. AVATAR CONSTRUCTION, INC. (“AVATAR”) – REQUISITION NO. 4**

Requisition No. 4 (final requisition) dated August 19, 2019 from Avatar in the sum of \$19,958.40 for roof replacement work at Linden was perused 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 and authorize final payment to Avatar in the sum of \$19,958.40 for roof replacement work at Linden to be paid from MHA’s Capital Fund and authorize the execution of a Certificate of Final Completion.

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

Nays: None

**M. CBI – INVOICE**

The Board examined an invoice from CBI dated August 21, 2019 for construction contract administration in the sum of \$4,230 for exterior building envelope repairs 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 CBI in the sum of \$4,230 for construction administration for building envelope repairs of 630 Salem Street to be paid from Capital Funds.

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

Nays: None

**N. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 14**

An invoice from Homer Contracting, Inc., Requisition No. 14 dated August 29, 2019 in the sum of \$169,385 for work on the 630 Salem Street building envelope project was scrutinized 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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$169,385 for work on the 630 Salem Street building envelope project.

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

Nays: None

**O. MALDEN YMCA – INVOICES (3)**

Three (3) invoices from the YMCA were submitted to the Board as follows:

<u>Dated</u>	<u>Invoice</u>	<u>Amount</u>
09/04/19	Resident Family Memberships	4,166.67
07/31/19	Newland Street After School Program	3,034.28
07/31/19	Linden Street Program	<u>3,627.60</u>
	TOTAL	<u>\$10,828.55</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 \$10,828.55 for the invoices detailed above with the Resident Family Membership invoice paid by the Central Office Cost Center ("COCC").

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

Abstain: Frank M. Molis

Nays: None

**P. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICES (3)**

The Board reviewed two (2) delinquent invoices from MVES, both dated July 19, 2019 the first in the sum of \$93.54 for services to Forestdale residents and the second in the sum of \$10,256.12 for resident service coordinators for the month of June at various federal developments.

An invoice dated August 20, 2019 for resident service coordinators for July in the sum of \$12,628.29 at various federal developments was also considered 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 and authorize payment to MVES in the sums of \$10,256.12 and \$12,628.29 from the Federal Amps served and in the sum of \$93.54 from COCC funds.

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

Nays: None

**Q. CATALDO AMBULANCE - INVOICE**

An invoice dated August 8, 2019 from Cataldo Ambulance in the sum of \$125 for a return ambulance trip from the hospital for an injured MHA tenant 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 to Cataldo Ambulance in the sum of \$125 to be paid by the COCC.

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

all HUD Metro FMR Areas in which MHA administers a voucher, and that MHA's public housing program flat rents by bedroom size be set at 85% of HUD's FY 2020 published FMR's by bedroom size, to be implemented November 1, 2019 for each program, as follows:

<u>Bedroom Size:</u>	<u>Sec. 8 PS:</u>	<u>PH FR:</u>
Efficiency	\$1,715	\$1,457.75
One Bedroom	1,900	1,615
Two Bedroom	2,311	1,964.35
Three Bedroom	2,880	2,448
Four Bedroom	3,131	2,661.35

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 adopt HUD's final FY 2020 published FMRs at 100% by bedroom size as MHA's FY 2020 Section 8 program payment standards for all HUD FMR Areas in which MHA administers a voucher and at 85% by bedroom size for MHA's FY 2020 public housing program flat rents, to be implemented on November 1, 2019 for each program.

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

Nays: None

#### **S. ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES**

The Board reviewed the Summary Allowance for Tenant-Furnished Utilities and Other Services dated October 1, 2019 itemized by bedroom size.

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 implementation of the new Summary Allowance for Tenant-Furnished Utilities and Other Services effective October 1, 2019 by bedroom size for MHA's FY 2020 Section 8 and public housing program administration.

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

Nays: None

#### **T. DIANE COHEN – INVOICE**

An invoice from Diane Cohen dated September 1, 2019 in the amount of \$750 for various consulting services provided to MHA staff 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 payment in the amount of \$750 to Diane Cohen for consulting services to be paid by the COCC.



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

Nays: None

**U. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

The Board analyzed an invoice from SG Risk dated September 4, 2019 in the amount of \$1,551.25 for risk management consulting services.

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 SG Risk in the amount of \$1,551.25 for consulting services from COCC funds.

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

Nays: None

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

Two (2) invoices from James M. Hennessey and both dated September 4, 2019 were studied by the Board. The first invoice in the sum of \$393.75 was for Section 8 re-inspections and the second invoice in the sum of \$2,175 was for informal hearings and Section 8 applicant reviews.

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

VOTED: To approve two invoices from James M. Hennessey in the sums of \$393.75 and \$2,175 for Section 8 re-inspections and applicant hearings to be paid by the COCC, the AMP's served and section 8 funds, respectively.

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

Nays: None

**W. MALDEN POLICE DEPARTMENT – INVOICES (12)**

Ten (10) 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>
07/31/19	20537	\$493.60
08/01/19	20548	740.39
08/13/19	20590	1,234.00
08/13/19	20594	246.80
08/19/19	20620	987.20
08/21/19	20631	246.80
08/22/19	20640	555.30

08/23/19	20651	493.60
08/28/19	20671	246.80
09/03/19	20692	987.20
09/03/19	20698	246.80
09/05/19	20715	<u>263.65</u>
	TOTAL	<u>\$6,742.14</u>

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 the Malden Police Department in the total sum of \$6,742.14 as listed above from the specific AMP's served.

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

Nays: None

#### **X. LAUNDRY SERVICES – RFP**

The Modernization Procurement Director informed the Board of a RFP for laundry services from Automatic Laundry. However, there was a mistake on dated in the RFP.

This RFP was cancelled due to the mistake and Automatic Laundry has protested.

No further action was necessary.

#### **Y. SPRINGDALE RESIDENT DISPLACEMENT – DOORS AND WINDOWS**

The Board examined a request from the Executive Director to approve a 2 to 3 night stay at a local hotel for the 23 Springdale families who may be temporarily displaced by construction work related to the door and window replacement project set to being in late March/early April 2020. The COCC would have to pay all costs related to these temporary relocations, if any may be incurred.

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 temporary relocation expenses, inclusive of lodging and food and necessary travel per diem allowances for any Springdale families who may be displaced during the door and window replacement project to be paid by the COCC.

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

Nays: None

#### **4. POLICIES**

None

## 5. CHARITABLE REQUESTS

### A. MALDEN CHAMBER OF COMMERCE – COMEDY NIGHT

A solicitation from the Malden Chamber of Commerce for a Comedy Night on Thursday, October 10, 2019 with a portion of the proceeds to benefit Cambridge Health Alliance was scrutinized by the Board.

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 a \$100 donation to the Malden Chamber of Commerce to be paid by the COCC.

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

Nays: None

### B. MALDEN BABE RUTH LEAGUE

The Board reviewed a solicitation from the Malden Babe Ruth League for a fundraiser night at Texas Roadhouse in Everett from August 21, 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 a donation in the sum of \$500 to the Malden Babe Ruth League to be paid by the COCC.

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

Nays: None

### C. FRIENDS OF THE LECO FAMILY

The Board has learned that Judy Leco, wife of Rick Leco, former Massachusetts National Association of Housing and Redevelopment officials ("Mass/NAHRO") President and National Vice-President for Commissioners is battling Glioblastoma.

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 a donation in the sum of \$100 to the Friends of the Leco Family from COCC.

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

Nays: None

**D. JENNIFER CARLSON**

Jennifer Carlson, MHA Public Housing Director is fighting a serious cancer diagnosis and friends have set up a fundraising page through gofundme.com to help with un-reimbursable medical expenses associated with her illness.

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 a donation in the sum of \$1,000 to gofundme.com for the benefit of Jennifer Carlson from COCC.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS****A. COMMUNITY DISPUTE SETTLEMENT CENTER – TRAINING**

The Executive Director presented an email dated September 9, 2019 from Gail Neibuar requesting participation in a Comprehensive Mediation training course to be held in Cambridge. Two (2) MHA staff members from Linden are interested in attending at a cost of \$695 per person.

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 two (2) staff members from Linden to attend the Comprehensive Mediation training course at a cost of \$695 per person.

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

Nays: None

**B. CHRISTMAS PARTY PLANNING**

A preliminary agenda was shared with the Board regarding this year's Christmas party.

No further action was necessary at this time.

**CORRESPONDENCE**

- Professional Development flyer – Mass/NAHRO
- Hispanic Heritage Celebration flyer
- Triangle, Inc. – Golf Classic – Thank you
- Malden Chamber flyer – networking event

**7. OPEN DISCUSSION**

None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 6:45 PM

  
George N. Bayers, Secretary