

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 12, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Chairperson, Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT: Joan M. Chiasson and Frank M. Molis

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

1. APPROVAL OF MINUTES OF AUGUST 22, 2017

The minutes of the meeting of August 22, 2017 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve the minutes of August 22, 2017 as submitted.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

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. MASSACHUSETTS DEPARTMENT OF LABOR – WAGE RATES

The Board scrutinized the minimum wage rates from the Executive Office of Labor and Workforce Development pursuant to MGL c.121B §. 29 with the Executive Director explaining the need to adjust upward the wages of six (6) MHA Junior Laborer 1 by \$0.04 per hour and one electrician by \$1.48 per hour retroactive to April 1, 2017.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve the MA DOL wage adjustments to six (6) MHA Junior Laborer 1 and one electrician retroactive to April 1, 2017 as presented to the Board.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

B. PROPOSED BUDGET FISCAL YEAR 2018

The Executive Director discussed the Fiscal Year 2018 Budget and adjustments in salaries as follows:

- The Executive Director receives a 2% wage increase;
- All other employees but Resident Cleaners receive a 2.5% wage increase;
- Resident Cleaners receive a 3% increase;
- Katelyn Veglia designated an Assistant Public Housing manager with a wage increase from \$39,198 per year to \$45,500 per year; and
- Add six (6) permanent part-time Junior Laborer 1 maintenance employees for 18 hour/weeks, with pro-rated vacation, personal and sick benefits but no MHA health of retirement benefits.

For informational purposes only, no further action is necessary at this time.

C. STATE CAPITAL IMPROVEMENT PLAN

The Board reviewed a three year Capital Improvement Plant ("CIP") developed by the Director of Modernization and Procurement outlining various capital needs for the State developments and submittal of the same for approval to the Massachusetts Department of Housing and Community Development ("DHCD").

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the CIP and authorize submittal of same to DHCD for approval.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

D. SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS

The Executive Director presented the U.S. Housing and Urban Developments ("HUD") "Final" published fair market rents ("FMRs") by bedroom size for FY 2018 and, after review and analysis, the Executive Director recommended the Board set MHA's Section 8 program Payment Standards by bedroom size and MHA's public housing program flat rents at 100% of HUD's FY 2018 published FMR's by bedroom size, to be implemented November 1, 2017, as follows:

<u>Bedroom Size</u>	<u>Amount</u>
Efficiency	\$1,253

One Bedroom	1,421
Two Bedroom	1,740
Three Bedroom	2,182
Four Bedroom	2,370

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve HUD's Final published FMRs at 100% by bedroom size as MHA's Section 8 program payment Standards and MHA's public housing program flat rents, to be implemented November 1, 2017

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

E. MALDEN CHAMBER OF COMMERCE – INVOICE

An invoice dated September 1, 2017 from the Malden Chamber of Commerce in the sum of \$210 for MHA's annual membership commencing October 1, 2017 was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to the Malden Chamber of Commerce from the COCC in the sum of \$210 for MHA's annual membership.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

F. INSURANCE RENEWAL SUMMARY

The Executive Director transmitted to the Board a spreadsheet dated September 7, 2017 detailing the premiums, limits and deductibles for the renewal of commercial liability insurance for MHA.

For informational purposes only.

G. ROCKLAND – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated August 14, 2017 from the Rockland MHA Crew in the sum of \$45,114 for renovations at Rockland Avenue was analyzed by the Board. The Board had approved the expenditure of \$59,538 at the June 20, 2017 meeting.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm the previous vote and authorize payment to the Rockland MHA Crew in the sum of \$45,114 and submit the same to Massachusetts Department of Housing and Community Development's ("DHCD") for processing.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

H. CBI CONSULTING INC. ("CBI") – INVOICE

The Board studied an invoice dated August 21, 2017 from CBI in the sum of \$7,800 for engineering services for the bidding and construction contract awards for the Clement Street development.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$7,800 for engineering services for the Clement Street development and submit same to DHCD for processing.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

I. ROCKLAND MHA CREW – CERTIFICATE OF FINAL COMPLETION

A Certificate for Final Completion and request for final payment from the Rockland MHA Crew in the sum of \$7,374 for renovations at Rockland Avenue was perused by the Board. It was noted that the final invoice was \$122 over the original contract.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to the Rockland MHA Crew in the sum of \$7,374 and submit to DHCD for processing.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

J. CBI – INVOICE

The Board examined an invoice dated August 22, 2017 from CBI for clerk of the works services in the sum of \$4,235 for the concrete steps and stoops at the Newland Street development.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$4,235 for clerk of the works services for the Newland Street concrete steps and stoops to be paid by the CFP.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

K. CBI – INVOICE

An invoice dated August 21, 2017 from CBI for construction administration services in the sum of \$10,815 for the concrete steps and stoops at the Newland Street development was scrutinized by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$10,815 for construction administration services for the Newland Street concrete steps and stoops to be paid from the Capital Fund.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

L. WRITE OFF OF TENANT ACCOUNT RECEIVABLES

The Executive Director presented an itemized list of monies owed by former tenants.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To write off outstanding tenant account receivables in the total sum of \$47,335.27 as of August 31, 2017, as detailed, below:

200 STATE	\$20,019.22
AMP 1	17,297.79
AMP 2	5,531.60
AMP 3	1,926.79
AMP 4	1,180.87

AMP 5	25.00
AMP 6	950.00
667 C	<u>404.00</u>
	<u>\$47,335.27</u>

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

M. EPC SOLUTIONS LLC – INVOICE

The Board reviewed an invoice from EPC Solutions LLC dated September 1, 2017 in the sum of \$2,625 for assisting with the annual measurement and energy verification report submittal to HUD due April 30, 2017, including review of the Siemens report for the same period.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to EPC Solutions LLC in the sum of \$2,625 from the COCC for review and correction of MHA's HUD required annual energy measurement and verification services.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

N. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO")

An advertisement in the Program Book for the MASS/NAHRO 2017 Annual Fall Conference and Exhibition to be held in Plymouth, MA from November 13-14, 2017 was considered by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize the purchase of a full page ad in the MASS/NAHRO 2017 Annual Fall Conference and Exhibition Program Book by the COCC at a cost of \$100.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

O. DIANE COHEN – INVOICE

The Board analyzed an invoice dated August 31, 2017 from Diane Cohen in the sum of \$3,250 for consulting services on Admissions and Continued Occupancy, State housing and Section 8.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of \$3,250 for consulting services to be paid by the COCC funds.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

P. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICES (2)

Two (2) invoices both dated August 1, 2017 from SG Risk in the sums of \$765 (July) and \$1,232.50 (August) for insurance consulting services was studied by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the total sum of \$1,997.50 for insurance consulting services to be paid from COCC funds.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

Q. MALDEN POLICE DEPARTMENT – INVOICES (10)

Ten (10) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were perused as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/17/17	15949	\$442.82
08/14/17	16368	246.80
08/18/17	16394	246.80
08/22/17	16411	987.20
08/28/17	16452	802.10
08/30/17	16486	246.80
08/31/17	16500	246.80
09/06/17	16514	493.60
09/08/17	16539	493.60

09/11/17	16554	<u>246.80</u>
	TOTAL	<u>\$4,453.32</u>

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$4,453.32 for detail patrol coverage.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

R. MALDEN YMCA ("YMCA") INVOICE

The Board examined an invoice from the YMCA dated September 5, 2017 in the sum of \$4,166.67 for MHA resident family memberships and program services for the month of August 2017.

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

VOTED: To approve and authorize payment to the YMCA in the sum of \$4,166.67 for August 2017 federal family memberships to be paid from COCC funds.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Mark A. Lawhorne

Nays: None

S. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICES (2)

Two (2) invoices both dated September 11, 2017 from MVES for Resident Service Coordinator services were scrutinized by the Board. The first for resident service coordinators in the amount of \$12,009.78 for August 2017, and the second for a Forestdale event the amount of \$92.16

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to MVES in the sums of \$12,009.78 from the AMPs served and \$92.16 paid from COCC funds for the 400-1 program.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. NORTH SHORE HISPANIC ASSOCIATION

The Board reviewed a flyer from the North Shore Hispanic Association for its Second Annual Hispanic Heritage Month Festival on Saturday, September 30, 2017.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a donation in the sum of \$100 from the COCC to the North Shore Hispanic Association.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

B. SPECIAL OLYMPICS

A solicitation from the Special Olympics was considered by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize a contribution of \$100 From the COCC to the Special Olympics.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. MASS/NAHRO 2017 ANNUAL FALL CONFERENCE

The Board discussed the upcoming Mass/NAHRO 2017 Fall Conference scheduled for November 14, 2017 at Danvers Housing Authority and September 28, 2017 at Holyoke Housing Authority.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve appropriate staff and Commissioners to attend the Mass/NAHRO Fall Conference at MHA expense and for the MHA to purchase a \$100 program book ad supporting the event to be paid by the COCC.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

B. NAN MCKAY TRAINING

A flyer from Nan McKay Section 8 Administrators Association for housing choice voucher and public housing rent calculation training scheduled for September 19-20, 2017 in Dedham, MA was analyzed by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve appropriate staff to attend the Nan McKay training at MHA expense.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

C. PUBLIC HOUSING AUTHORITY DIRECTORS ASSOCIATION ("PHADA") - CONFERENCE

The Board studied a flyer from PHADA regarding the upcoming January 2018 Commissioners Conference to be held in San Diego, CA.

After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize attendance by Commissioners and staff for the PHADA Conference in San Diego, CA with all allowable costs and expenses to be paid by MHA or reimbursed.

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

CORRESPONDENCE

- HUD Voluntary Compliance Letter dated August 28, 2017
- Citizens' Housing and Planning Association ("CHAPA") – 50th Anniversary Dinner
- NAHRO News – September 2017

- Citizens' Housing and Planning Association ("CHAPA") – 50th Anniversary Dinner
- NAHRO News – September 2017

7. **OPEN DISCUSSION**

None

ADJOURNMENT

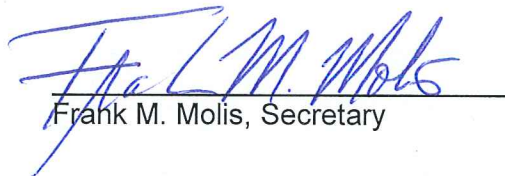
After due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

Ayes: Francis C. Boudrow, Mark A Lawhorne and George N. Bayers

Nays: None

Adjourned at 5:45 PM



Frank M. Molis, Secretary