

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 13, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Frank M. Molis and Mark A. Lawhorne

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF AUGUST 9 AND AUGUST 23, 2016

The minutes of the meetings of August 9 and August 23, 2016 were presented to the Board 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 minutes of August 9 and August 23, 2016 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the list of bills and checks and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was unanimously

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

Nays: None

3. FINANCIAL MATTERS

A. GENERAL DEPOSITORY AGREEMENT ("GDA")

The Executive Director explained the U.S. Department of Housing and Urban Development ("HUD") requirement to execute a GDA with each bank utilized by MHA. Currently, MHA has deposits at Eastern Bank and East Boston Savings Bank.

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 the Chair to execute GDA's with HUD and both Eastern Bank and East Boston Savings Bank.

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

Nays: None

B. PROFESSIONAL SERVICE AGREEMENT BETWEEN MHA AND EASTERN BANK

The Board reviewed the Professional Service Agreement between MHA and Eastern Bank to provide MHA with general commercial banking and investment services.

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 the Executive Director and Legal Counsel to execute the Professional Service Agreement with Eastern Bank, subject to further legal amendments.

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

Nays: None

C. S.I. SERVICES INC. ("S.I.") – INVOICE

An invoice dated September 6, 2016 from S.I. in the sum of \$38,950 for replacement of the four roofs at Linden was considered 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 payment to S.I. in the sum of \$38,950 for replacement of four roofs at Linden to be paid by the Capital Fund.

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

Nays: None

D. STATE CAPITAL IMPROVEMENT PLAN ("CIP")

The Board analyzed a three year 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 Joan M. Chiasson and seconded by Francis M. Boudrow, it was unanimously

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

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

Nays: None

E. L & H CONSTRUCTION, INC. ("L & H") – INVOICE

An invoice dated September 1, 2016 from L & H for payment in the sum of \$588,407 for the Newland Street 504 Accessibility construction work was studied by the Board.

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

VOTED: To approve and authorize payment to L & H in the sum of \$588,407 for the Newland Street 504 Accessibility Project to be paid from Capital Funds.

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

Nays: None

F. CENTURY PAVING & CONSTRUCTION CORP ("CENTURY") – REQUEST FOR PROPOSAL ("RFP")

The Board perused a RFP dated September 2, 2016 from Century in the sum of \$9,990 to provide asphalt paving for additional Forestdale parking. It was noted that Century was the only bidder and was the most responsive and responsible bidder.

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

VOTED: To award the bid and authorize the Executive Director to execute a contract with Century as the most responsive and responsible bidder in the sum of \$9,990 for paving at Forestdale.

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

Nays: None

G. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

An invoice dated September 1, 2016 from SG Risk in the sum of \$2,188.75 for risk management and insurance consulting services was examined by the Board.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$2,188.75 from the Central Office Cost Center ("COCC") account for risk management and insurance consulting services.

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

Nays: None

H. DIANE COHEN ("COHEN") – INVOICE

The Board scrutinized an invoice dated September 1, 2016 from Cohen for services in the sum of \$2,300, including hearing officer services and consulting on the Section 8 Administrative Plan ("Admin Plan") services.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$2,300 from the COCC for consulting services.

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

Nays: None

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

An invoice dated August 24, 2016 from CBI for engineering and design services in the sum of \$19,596 for the Clement Street project was reviewed 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 \$19,596 for engineering and design services for the Clement Street project, to be submitted to DHCD for funding payment.

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

Nays: None

J. CBI – INVOICE

The Board considered an invoice dated August 25, 2016 from CBI for engineering and design services in the sum of \$21,720 for the Salem Street balcony repairs project was examined by the Board.

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

VOTED: To approve and authorize payment to CBI in the sum of \$21,720 for engineering and design services for the Salem Street balcony repairs project to be paid out of the CFP.

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

Nays: None

K. CBI – INVOICE

An invoice dated August 24, 2016 from CBI for design and construction services in the sum of \$2,795 for the Newland Street accessibility project was analyzed 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 \$2,795 for design and construction services for the Newland Street accessibility project to be paid out of the Capital Funds.

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

Nays: None

L. INTERNATIONAL TRANSLATION COMPANY – INVOICE

The Board was presented with an invoice dated August 26, 2016 from International Translation Company for the translation of Bingo into traditional Chinese which was ordered incorrectly for the sum of \$70.

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

VOTED: To approve and authorize payment to International Translation Company in the sum of \$70 to be paid from the COCC.

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

Nays: None

M. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

An invoice dated September 2, 2016 from GIC for MHA's health insurance premiums for employees and retirees for the period July 1, 2016 to September 30, 2016 in the sum of \$234,136.36 was considered 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 GIC for health insurance premiums in the sum of \$234,136.36 for the period July 1, 2016 to September 30, 2016.

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

Nays: None

N. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board analyzed four (4) invoices from the Malden Police Department for detail services at Newland Street and 630 Salem Street as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Amount</u>
08/26/16	14122	\$ 442.82
08/30/16	14143	442.82
09/07/16	14161	885.64
09/09/16	14202	<u>442.82</u>
	TOTAL	<u>\$2,214.10</u>

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

VOTED: To approve and authorize payment to the Malden Police Department for four (4) invoices for police details as itemized above in the total sum of \$2,214.10

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

Nays: None

O. WRITE OFF OF TENANT ACCOUNT RECEIVABLES

The Executive Director presented an itemized list of outstanding rental balances of former tenants.

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

VOTED: To write off the tenant accounts receivable of former tenants that are over a year old in the total sum of \$31,907.44 as of August 31, 2016, as detailed by the following developments, below:

AMP 1	\$17,941.70
AMP 2	335.00
AMP 3	814.00
AMP 4	2,316.46
AMP 5	5,430.28
AMP 6	242.00
667	<u>4,828.00</u>
	<u>\$31,907.44</u>

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

Nays: None

P. FAIR MARKET RENTS ("FMR")

The Executive Director presented the U.S. Housing and Urban Developments ("HUD") Final published Fair Market Rents by bedroom size for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area for FY 2017 and, after careful review and analysis, the Executive Director recommended the Board consider keeping the Section 8 Payment Standard Rents at the effective FY 2016 rate to be implemented as of November 1, 2016 as follows:

<u>Bedroom Size</u>	<u>%2017FMR</u>
Efficiency	92%
One Bedroom	96%
Two Bedroom	97%
Three Bedroom	91%
Four Bedroom	92%
Five Bedroom	92%

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

VOTED: To approve and authorize the MHA's FY 2017 Section 8 Payment Standards by bedroom size to be set at the HUD final published FMR percentages referenced above for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, to be implemented as of November 1, 2016.

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

Nays: None

Q. PUBLIC HOUSING FLAT RENTS

The Executive Director presented the U.S. Housing and Urban Developments ("HUD") Final published FMRs by bedroom size for FY 2017 and after careful review and analysis, the Executive Director recommended the Board set MHA's public housing flat rents at 100% of HUD's published FY 2017 rate, to be effective November 1, 2016, as follows:

<u>Bedroom Size</u>	<u>Amount</u>
Efficiency	\$1,194
One Bedroom	1,372
Two Bedroom	1,691
Three Bedroom	2,116
Four Bedroom	2,331
Five Bedroom	2,360

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 the FMR public housing flat rents at 100% of HUD's final published FY 2017 FMRs by bedroom size, to be effective November 1, 2016

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

Nays: None

R. HOUSING AUTHORITY INSURANCE GROUP ("HAIG") – RENEWAL INVOICES

The Board studied invoices from Philadelphia Indemnity Insurance Co. dated September 7, 2016 for flood insurance renewal for the following properties:

57-63 Coleman Street in the sum of \$1,807;
 69-75 Coleman Street in the sum of \$2,030;
 77-83 Coleman Street in the sum of \$2,030;
 85-91 Coleman Street in the sum of \$2,030;
 93-99 Coleman Street in the sum of \$2,030; and
 109-115 Coleman Street in the sum of \$2,030

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

VOTED: To approve and authorize payment to Philadelphia Indemnity Insurance Co. in the total sum of \$11,957 for flood insurance at the above listed properties.

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

Nays: None

S. HAIG – RENEWAL

A renewal invoice dated September 1, 2016 from Travelers in the sum of \$1,158 for fidelity risk and computer coverage 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 Travelers in the sum of \$1,158 for insurance for fidelity risk and online coverage.

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

Nays: None

T. ENLIGHTENED ENERGY CONSULTANTS (“EEC”)

The Board examined and invoice from EEC for the Energy Performance Contract (“EPC”) dated September 12, 2016 for the Seimens’ closeout services in the sum of \$7,500 discounted to \$6,650 as a professional courtesy. It was noted that EEC’s services are necessary to review and check Seimens’ calculation of energy savings.

For future budgeting purposes, the annual cost for EEC to conduct measurement and verification of reports provided by Seimens for MHA’s EPC will be \$10,000.

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 the EPC closeout invoice to EEC in the sum of \$6,650 from the COCC and also to budget for an additional \$10,000 per year from the COCC for EEC’s review and verification of M&V reports provided by Siemens over the term of the EPC.

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

Nays: None

U. S.I. – INVOICE

An invoice dated September 1, 2016 from S.I. in the sum of \$250 for the preparation grant for the replacement of 8 roofs as Forestdale 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 S.I. in the sum of \$250 from the COCC for a cost estimate to replace roofs at Forestdale 667-

3, and authorization for the Executive Director to include such estimate in MHA's proposed ModPhase Initiative grant application.

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

Nays: None

V. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES dated September 12, 2016 in the sum of \$10,902.68 for resident service coordinators at the various developments for the month of August 2016 and in the sum of \$233.48 for coverage of a Forestdale event were considered by the Board.

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

VOTED: To approve and authorize payment to MVES in the sums of \$10,902.68 and \$233.48 allocated against the developments served.

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

Nays: None

W. FIRST TIME HOMEOWNER SEMINAR – MHA TENANTS

The Board considered an email from Gail Neibaur on the Family Self-Sufficiency (“FSS”) program and First Time Homeowner Seminar by the Malden Redevelopment Authority asking MHA to contribute \$390 for tenants interested in attending.

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

VOTED: To approve and authorize the contribution of \$390 for FSS tenants interested in attending the First Time Homeowner Seminar.

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

Nays: None

X. PAYROLL INCREASE RECOMMENDATIONS

The Board discussed staff salary increases of 2.5% to 3.5% for MHA employees to be voted on at the next meeting.

For information purposes only.

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **42ND ANNUAL LOBSTER BAKE**

A solicitation from the Spadafora Family to the 42nd Annual Lobster Bake was reviewed 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 a donation of \$50 from the COCC to the 42nd Annual Lobster Bake hosted by the Spadafora Family on September 11, 2016

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

Nays: None

B. **FRIENDS OF OAK GROVE, INC.**

A flyer from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Haunt Jaunt scheduled for October 23, 2016 was considered 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 authorize and approve a \$100 donation from COCC to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Haunt Jaunt.

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

Nays: None

C. **MVES**

A solicitation from MVES to benefit the Meals on Wheels program was analyzed by the Board.

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

VOTED: To authorize and approve a \$100 donation from the COCC to the to benefit the Meals on Wheels program sponsored by MVES.

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

Nays: None

D. BREAD OF LIFE

The Board perused a solicitation from the Bread of Life seeking support for the 24th Annual Walk for Bread and 5k Run.

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 from the COCC in the sum of \$100 to Bread of Life.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- NAHRO – 2016 Fall Conference
 - Violence Against Women Act
 - Finance
 - Personnel
 - Professional Relationships
 - Ethics
 - Legal Elements
- Regional Capital Assistance Team (“RCAT”) Nominations notification
- DHCD Public Housing Notice 2016-25
- MHA-HAP Cost Increase Calendar 2017
- Bread of Life Highlights – Fall 2016
- Thank you – NEI General Contracting
- NERC – Professional Development Seminars

7. OPEN DISCUSSION

None

ADJOURNMENT

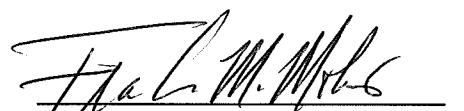
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 7:10 PM


Frank M. Molis, Acting Secretary