

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 20, 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 Joan M. Chiasson and Mark A. Lawhorne

COMMISSIONERS ABSENT: Frank M. Molis

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

ALSO PRESENT: Howard L. Gordon, Gordon/Griffin, LLC

1. FY 2017 BUDGET – RESOLUTION NO. 11

The Executive Director introduced Howard L. Gordon, CPA with Mr. Gordon summarizing the \$26 million dollar budget, including various line items. It was explained that the U.S. Department of Housing and Urban Development ("HUD") may limit flexibility on Central Office Cost Center ("COCC") expenditures on a retroactive basis in the near future. The Executive Director recommended an overall 3% percent institutional wage increase for all current MHA employees.

The Executive Director also explained the need to approve MHA's FY 2017 Budget and related form 52574 of the U.S. Department of Housing and Urban Development ("HUD") and have the Chairperson execute the form to submit the same to HUD, as required.

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

RESOLVED AND VOTED: **Resolution No. 2016-11** That MHA's proposed Operating Budget for the Fiscal Year ending September 30, 2017 be approved 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 same to HUD, as required.

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

Nays: None

2. APPROVAL OF MINUTES OF AUGUST 13, 2016

The minutes of the August 13, 2013 Board meeting were not available.

No further action was necessary at this time.

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

4. FINANCIAL MATTERS

A. MALDEN YMCA – INVOICES (6)

The Board scrutinized the six (6) invoices from the Malden YMCA for the Newland Street After School Program and the Linden development as follows:

<u>Invoice Date</u>	<u>Development</u>	<u>Amount</u>
06/30/16	Newland	\$1,739.65
06/30/16	Linden	2,888.50
07/31/16	Newland	2,864.72
07/31/16	Linden	2,836.49
08/31/16	Newland	2,829.81
08/31/16	Linden	3,601.92
	TOTAL	<u>\$16,761.09</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 \$16,761.09 for the Newland Street and Linden After School Programs

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Joan M. Chiasson and Mark A. Lawhorne

Nays: None

B. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICES (8)

Eight (8) invoices from MVES for resident service coordinators at the various developments and coverage of Forestdale events were reviewed by the Board as follows:

<u>Dated</u>	<u>Period/Services</u>	<u>Amount</u>
08/25/15	July 2015 – Resident Service Coordinators	\$13,743.17
08/25/15	July 2015 – Forestdale Event	49.68
04/11/16	February 2016 – Resident Service Coordinators	11,188.54
04/11/16	February 2016 – Forestdale Event	29.54
04/11/16	March 2016 – Resident Service Coordinators	12,922.95
04/11/16	March 2016 – Forestdale Event	35.44
07/26/16	June 2016 – Resident Service Coordinators	12,975.33
07/26/16	June 2016 – Forestdale Events	224.48
	TOTAL	<u>\$51,169.13</u>

The Executive Director noted that a computer virus may have caused the miscommunication in receiving the above bills in a timely manner.

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 from the developments serviced by MVES in the total sum of \$51,169.13.

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

Nays: None

C. MALDEN POLICE DEPARTMENT – INVOICE

The Board considered an invoice dated September 14, 2016 in the sum of \$442.82 for police details at 630 Salem Street and Newland Street.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the sum of \$442.82

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

Nays: None

D. FAIR MARKET RENT (“FMR”) – SECTION 8

FMR for units, other than units in the Metropolitan Boston area, was discussed 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 100% of HUD's final published FY 2017 Fair Market Rents as MHA's Section 8 Payment Standard Rents by bedroom size for all assisted units outside of HUD's Boston-Cambridge-Quincy, MA-NH HUD Metropolitan FMR area, with these rate to be effective as of November 1, 2016.

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

Nays: None

E. INSURANCE – RENEWAL PROPOSALS

The Board analyzed a summary of commercial liability insurance and automobile insurance from MHA's insurance consultant, SG Risk Management Consulting ("SG Risk"). Noting the scoring, the Executive Director recommended that the Housing Authority Insurance Group ("HAIG") be awarded MHA's insurance for FY2017 in the total sum of \$351,952 as the most responsive and responsible bidder.

It was also noted that MHA was still waiting on a quote from Arabella on automobile liability insurance.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the award of commercial liability and motor vehicle insurance to HAIG Group for the FY 2017 as the most responsive and responsible bidder and allow the Executive Director to contract with Housing Authority Insurance Group for MHA's FY2017 insurance in the sum of \$351,952.

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

Nays: None

F. MODPHASE INITIATIVE FOR LOCAL HOUSING AUTHORITIES APPLICATION– RESOLUTION NO. 12

An Application from the Massachusetts Department of Housing and Community Development ("DHCD") entitled ModPHASE Initiative for Local Housing Authorities was studied by the Board to fund critically needed capital improvements at MHA's 667-3 Forestdale development. It was noted that MHA is awaiting MVES' participation and that of the Adelaide Breed Bayrd Foundation to possibly contribute to the funding leverage requirement.

RESOLVED AND VOTED: Resolution No. 2016-12 to authorize the Chairperson and the Executive Director to execute and produce letters and other documentation required by and authorize the Executive Director to submit an application for a maximum funding award under DHCD's ModPhase Initiative grant opportunity.

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

Nays: None

G. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION ("PHADA") – INVOICE FOR DUES

The Board perused an invoice from PHADA dated September 9, 2016 in the sum of \$3,265 for membership dues for year ending November 2017.

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 payment to PHADA in the sum of \$3,265 for MHA's membership dues thru November 2017 with the COCC paying all non-frontline personnel fees.

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

Nays: None

H. MULTI-FAMILY RETROFIT PROGRAM CONTRACTS – NATIONAL GRID

The Executive Director discussed National Grid incentives to provide and install various energy efficiency measures, including new boilers and LED retro fits at a cost of \$1.5 million to be paid by National Grid. The developments eligible for this incentive program are Springdale, Forestdale and Bryant Street.

For information purposes only.

5. POLICIES

None

6. CHARITABLE REQUESTS

None

7. CORRESPONDENCE AND NEWSLETTERS

- Family Self Sufficiency - letter from participant
- Fellsmere Housing Group - Malden Hospital site meeting invitation
- North Shore Housing Executive Directors' ("NSHEDA") 2016 Legislative Breakfast
- National Association of Housing and Redevelopment officials ("Mass/NAHRO")

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 appropriate staff and Commissioners to attend any/all of the above trainings or conferences.

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

Nays: None

8. OPEN DISCUSSION

A. JEANS COLLECTION/HOLIDAY OUTREACH PROGRAM

The Board discussed the program for donating by MHA employees wearing blue jeans on Fridays with the collected monies being allocated to needy MHA families at the holidays.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize a contribution of \$1,000 from COCC to the MHA's Holiday Outreach Program.

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

Nays: None

B. MHA – HOLIDAY PARTY

The Board discussed the Holiday Party and possible venues with a date to be announced later.

No further action was necessary.

ADJOURNMENT

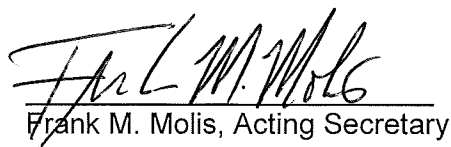
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Mark A. Lawhorne it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:00 PM


Frank M. Molis, Acting Secretary