

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 22, 2020 at 10:00 AM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING TELECONFERENCE: Mark A. Lawhorne, Chairperson, George N. Bayers, Joan M. Chiasson and Frank M. Molis

William P. Hurley was in attendance as nominated Commissioner, but not yet sworn in.

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

1. APPROVAL OF MINUTES OF SEPTEMBER 8, 2020

The minutes of the meeting of September 8, 2020 were scrutinized to 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 the minutes of September 8, 2020 as submitted.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

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 George N. Bayers, it was unanimously

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

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

3. FINANCIAL MATTERS

A. MOUNTAIN AVENUE – RESIDENT RENT CREDITS

The Executive Director received approval by email poll from the Board on September 9, 2020 to credit rent for August and September 2020 for Paula Green and Vera DaSilva, a total sum of \$2,072, due to the relocation of the tenants to correct safety defects found in the floors of their second floor units at Mountain Avenue.

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

VOTED: To confirm approval of the decision to credit rent to Paula Green and Vera DaSilva for August and September 2020 the total sum of \$2,072.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

B. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”) – AMENDMENT NO. 14 TO THE CONTRACT FOR FINANCIAL ASSISTANCE (“CFA”) – BOARD RESOLUTION NO. 2020-05

The Executive Director presented authorization documentation for the contract for Capital Improvement Work Plan for State-Aided Capital Improvement Work Plan No. 5001-165059 for COVID-19 Office Improvements (Amendment No. 14) in the additional sum of \$10,000 increasing the Formula Funding Award for FY 2023 to an award of \$261,224.

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

RESOLVED AND VOTED: Resolution No. 2020-05 to approve the acceptance and approval of an additional award in the amount of \$10,000 from DHCD and authorization for MHA’s Commissioners and the Executive Director to sign Amendment No. 14 in the sum of \$10,000 for COVID-19 office improvements increasing the Formula Funding Award for FY 2023 to an award of \$261,224.

MHA shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of MHA under its corporate seal and the Secretary is hereby authorized to attest the same.

MHA hereby requests the Director of DHCD (Commissioner of the Department of Community Affairs) to enter into such contract with MHA and the Commonwealth of Massachusetts to approve such contract.

The Officers of MHA shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of MHA all acts required of MHA to perform fully all of its obligations thereunder.

This vote and resolution take effect immediately.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

C. MHA FY 2021 OPERATING BUDGET AND BOARD RESOLUTION 2020-06

The Executive Director discussed MHA's proposed FY 2021 Operating Budget and related U.S. Department of Housing and Urban Development ("HUD") Approved Operating Budget Board Resolution HUD Form-52574 with the Board. The proposed Budget provides all MHA employees, except the Executive Director, with a two (2%) percent wage increase, with eight (8) employees receiving a four (4%) percent increase and two (2) employees receiving a nine (9%) percent and ten (10%) percent increase respectively due to assuming greater work responsibilities. The Executive Director will not seek a wage increase this budget year, and requested the Board vote to approve and adopt MHA's FY 2021 Operating Budget, and authorize the Chairperson to execute HUD's Form-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 George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

RESOLVED AND VOTED: Resolution No. 2019-06 That MHA's Operating Budget for the Fiscal Year 2021 beginning October 1, 2020 be approved as proposed and that the Board Chairperson be authorized to execute HUD's Form-52574 to memorialize such approval and, further, that the Executive Director be authorized to submit the signed form to HUD, as required.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

D. GCG ASSOCIATES, INC. ("GCG") – INVOICE

An invoice dated September 3, 2020 from GCG for warranty inspection in the sum of \$250 for the Rockland Avenue parking area was considered by the Board.

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

VOTED: To approve and authorize payment in the sum of \$250 to GCG and submit the same to DHCD for processing.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

E. ALMAR LLC ("ALMAR") – INVOICE

The Board analyzed an invoice dated September 3, 2020 from Almar for work on the AMP 1 roof replacement project in the sum of \$130,792.50

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 the Executive Director to execute the requisition and pay Almar the sum of \$130,792.50 for work on the AMP 1 roof replacement project to be paid from Capital Funds.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

F. YMCA – INVOICE

An invoice from the YMCA for MHA's Federal Public Housing Membership program dated April 9, 2020 in the amount of \$4,166.67 for March 2020 membership was studied by the Board. The Executive Director noted that the YMCA closed in mid-March, however, when it re-opened in mid-July, the YMCA did not charge MHA for July and August.

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

VOTED: To approve payment to the YMCA in the sum of \$4,166.67 to be paid by Central Office Cost Center ("COCC") funds for the provision of federal family memberships.

Ayes: George N. Bayers and Joan M. Chiasson

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

G. MALDEN POLICE – INVOICES (2)

The Board perused two (2) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/11/20	23068	\$2,109.20
09/15/20	23087	<u>263.65</u>
	TOTAL	<u>\$2,372.85</u>

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 the Malden Police Department in the total sum of \$2,372.85 as listed above from the AMPs served.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson
and Frank M. Molis

Nays: None

H. VACATED TENANT BALANCE (“VTB”)

The Executive Director offered a VTB of \$157 owed by a former 120 Mountain Avenue MHA tenant.

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 the accounts receivable write-off of \$157 from a former tenant of 120 Mountain Avenue and allocate the write-off to AMP 4.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson
and Frank M. Molis

Nays: None

4. POLICIES AND CONTRACTS

A. MHA FY 2021 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PUBLIC HOUSING AUTHORITY (“PHA”) PLAN – RESOLUTION NO. 2020-07

The Executive Director presented the final version of MHA’s Annual PHA Plan and Five-Year Plan, inclusive of a number of Admissions and Continued Occupancy (“ACOP”) and Section 8 Administrative Plan revisions, and U.S. Department of Housing and Urban Development (“HUD”) form 50077-ST-HCV-HP to the Board together with a signed certification from Mayor Christenson for review. After discussion, The Executive Director requested that the Board approve a Resolution, as required by HUD, authorizing the Board Chairperson and the Executive Director to sign and submit the Plan together with all required documentation and certifications.

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

RESOLVED AND VOTED: Resolution No. 2020-07 to approve MHA’s Annual and Five-Year Plan inclusive of HUD form 50077-ST-HCV-HP and all ACOP, Section 8 Administrative Plan and Public Housing Lease revisions and Five-Year Capital Action Plan Statement and authorize the Board Chairperson and Executive Director to sign all required documents and further authorize the Executive Director to submit the Plan together with all requisite Attachments and signed Certifications electronically to HUD.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson
and Frank M. Molis

Nays: None

5. **CHARITABLE REQUESTS**

A. **THE JIMMY FUND – DANA-FARBER CANCER INSTITUTE**

The Board examined a solicitation from the Jimmy Fund/Dana-Farber Cancer Institute.

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

VOTED: To approve and authorize the contribution of \$100 to the Jimmy Fund/Dana-Farber Cancer Institute to be paid from COCC funds.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

B. **MALDEN, WASHINGTON – FIRE DISASTER RELIEF**

The small town of Malden, Washington is being offered support by the City through the Malden Fire Department after it was ravaged by wildfires.

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 contribution of \$250 to the City of Malden, Washington recently ravaged by wildfires.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

None

7. **OPEN DISCUSSION**

A. **MHA'S HOLIDAY OUTREACH PROGRAM**

An update of the amount collected (\$857) from MHA employees for wearing blue jeans on Fridays was noted with the monies being donated to buy gifts for needy MHA families at the holidays was reviewed 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 the contribution of \$2,000 from the COCC to the MHA's Outreach Program.

Ayes: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

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: Mark A. Lawhorne, George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

Adjourned at 10:30 PM


Joan M. Chiasson, Secretary

SEAL