

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 24, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Mark A. Lawhorne, Acting Chairperson, George N. Bayers, and Joan M. Chiasson

COMMISSIONERS ABSENT: Frank A. Molis and Francis C. Boudrow

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

**1. APPROVAL OF MINUTES OF SEPTEMBER 10, 2019**

The minutes of the meeting of September 10, 2019 were not available.

No further action was necessary.

**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 HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") AMENDMENT NO. 13 – CAPITAL WORK PLAN 5001 RESOLUTION 2019-05**

The Executive Director explained Amendment No. 13 to the Contract for Financial Assistance/Work Plan 5001 with DHCD increasing MHA's award by 358,651, included in the award is the following: (1) \$72,000 for replacement doors at Springdale; (2) \$40,150 for asbestos removal in connection with the door replacement; and (3) \$246,501 for DHCD's formula funding for FY 2022. Amendment No. 13 increases the amended award to a total of \$12,223,630.39

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. 2019-05** To approve and authorize MHA to 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 to enter into such contract with MHA and the Commonwealth of Massachusetts to approve such contract.

The Officers of MHA shall be, and 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 and the things required of MHA to perform fully all of its obligations thereunder.

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

Nays: None

**B. HOUSING AUTHORITY INSURANCE GROUP ("HAIG")**

The Board was polled by email on September 17, 2019 requesting the Board's approval and authorization for the Executive Director to execute all insurance policy documentation and return the same to HAIG for coverage beginning on October 1, 2019.

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 approval and authorization for the Executive Director to execute all insurance policy documentation and return the same to HAIG for coverage beginning on October 1, 2019.

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

Nays: None

**C. MONTHLY FINANCIAL STATEMENTS**

The Executive Director discussed MHA's Combined Balance Sheets and Monthly Budget Comparisons for the month ending August 31, 2019 with the Board.

For information purposes only.

**D. SITE IMPROVEMENTS INC. – INVOICE**

The Board scrutinized an invoice dated September 10, 2019 from Site Improvements, Inc. for various federal parking area improvements in the sum of \$9,025

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 Site Improvements, Inc. in the sum of \$9,025 to be paid from Capital Funds for parking area improvements.

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

Nays: None

**E. RUSSO-BARR ASSOCIATES – INVOICE**

An invoice dated August 31, 2019 from Russo-Barr Associates in the sum of \$652.50 for construction administration for the Forestdale roof replacement project was reviewed 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 payment to Russo Bar Associates in the sum of \$652.50 for construction administration services for the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**F. GCG ASSOCIATES, INC. – INVOICE**

The Board considered an invoice dated September 8, 2019 from GCG Associates, Inc. for engineering services in the sum of \$750 for parking lot restriping at various Federal developments.

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 in the sum of \$750 to GCG Associates, Inc. from MHA's Capital Fund.

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

Nays: None

**G. PHILADELPHIA INDEMNITY INSURANCE COMPANY (“PHILADELPHIA”) – RENEWAL INVOICES (6)**

Six (6) invoices from Philadelphia Indemnity Insurance Co. dated September 11, 2019 for flood insurance renewal at the Linden development with a \$10,000 deductible was analyzed by the Board for the following properties:

57-63 Coleman Street in the sum of \$2,074;  
69-75 Coleman Street in the sum of \$2,342;  
77-83 Coleman Street in the sum of \$2,342;  
85-91 Coleman Street in the sum of \$2,342;  
93-99 Coleman Street in the sum of \$2,342; and  
109-115 Coleman Street in the sum of \$2,342

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 Philadelphia Indemnity Insurance Co. in the total sum of \$13,784 for flood insurance covering the above listed properties.  
 Ayes: Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

**H. TRIANGLE, INC. - INVOICE**

The Board studied an invoice dated September 4, 2019 from Triangle, Inc. in the sum of \$4,448 for cleaning and maintenance services for the month of August 2019 at Pearl, Salem Street and Mountain Avenue.

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 Triangle, Inc. in the sum of \$4,448 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

**I. MALDEN POLICE DEPARTMENT – INVOICES (3)**

Three (3) 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>
09/12/19	20753	\$527.30
09/18/19	20804	263.65
09/19/19	20819	<u>527.30</u>
	TOTAL	<u>\$1,318.25</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 \$1,318.25 as listed above from the specific AMP's served.

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

Nays: None

**J. HOUSING AUTHORITY INSURANCE GROUP (“HAI GROUP”) – INVOICES (2)**

The Board scrutinized two invoices and both dated September 16, 2019 for fidelity insurance coverage in the sum of \$1,269 and Directors and Officers insurance in the sum of \$5,203 from October 1, 2019 thru October 1, 2020

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 the HAI Group for fidelity insurance coverage and directors and officers insurance in the total sum of \$6,472 to be paid from Central Office Cost Center (“COCC”) funds.

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

Nays: None

**K. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION (“PHADA”) – INVOICE FOR DUES**

An invoice from PHADA dated November 1, 2019 in the sum of \$3,585 for annual membership dues for year ending November 2020 was reviewed 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 authorize and approve payment to PHADA in the sum of \$3,585 for MHA’s annual membership dues thru November 2020 to be paid by COCC funds.

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

Nays: None

**L. GLOBAL LEGAL ENTITY IDENTIFIER FOUNDATION (“GLEIF”) – LEGAL ENTITY IDENTIFIER (“LEI”) – ENERGY PERFORMANCE CONTRACT (“EPC”)**

The Board considered an authorization form from GMEI, the operational arm of the LEI system, for the Executive Director to be empowered to manage the LEI’s as required by MHA’s in EPC Bond Loan with East Boston Savings Bank.

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

VOTED: To authorize and approve the Executive Director to submit GMEI's authorization form signed by the Chairperson and renew MHA's LEI registration.

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

Nays: None

**M. TENANT BALANCE – WRITE OFF**

A worksheet for an unpaid tenant balance from 557 Pleasant Street in the total sum of \$879.89 was analyzed by the Board for write-off of the same.

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

VOTED: To authorize and approve the write-off of \$879.89 in TAR against AMP 5.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

**A. SOLICITATION – MALDEN HIGH SCHOOL ALUMNI ASSOCIATION**

A solicitation from the Malden High School Alumni Association for its annual holiday pasta party was studied 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 authorize and approve the contribution of \$100 to the Malden High School Alumni Association to be paid by the COCC.

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

Nays: None

**B. TAILORED FOR SUCCESS, INC.**

A request for a donation from Tailored for Success, Inc. was perused by the Board. The Executive Director noted the organization provides used, professional clothing for unemployed local residents to assist in their job search.

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

VOTED: To approve and authorize a donation of \$100 to Tailored for Success to be paid by the COCC.

Ayes: George N. Bayers and Joan M. Chiasson

Abstain: Mark A. Lawhorne

Nays: None

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

A solicitation from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Haunt Jaunt scheduled for October 20, 2019 was examined 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 authorize and approve a \$100 donation to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Haunt Jaunt to be paid by the COCC.

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

Nays: None

**D. CHEVERUS CATHOLIC 4<sup>TH</sup> ANNUAL GALA**

The Board scrutinized an invitation to the Cheverus Catholic 4<sup>th</sup> Annual Gala honoring Mayor James Conway.

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

VOTED: To authorize and approve payment of \$75 for a one-half page ad in the program book to be paid by the COCC.

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

Nays: None

**E. BREAD OF LIFE**

The Board received a solicitation from the Bread of Life for a contribution.

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 \$100 to the Bread of Life to be paid by the COCC.  
Ayes: Mark A. Lawhorne, George N. Bayers and Joan M. Chiasson

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. NAN MCKAY AND ASSOCIATES, INC. – CONFERENCE**

The Board analyzed Nan McKay's notification of its Annual Public Housing Conference to be held in San Diego in February, 2020. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff at MHA expense.

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

VOTED: To approve eligible travel, registration and attendance to Nan McKay's Annual Public Housing Conference for MHA's Commissioners and staff at MHA cost.

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

Nays: None

**B. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO") 2019 FALL CONFERENCE PROGRAM BOOK**

The Executive Director reminded the Board that MHA historically supported Mass/NAHRO by purchasing a sponsor ad in the event program book for its Fall Conferences.

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

VOTED: To approve MHA purchasing a full page ad in the event program book to support Mass/NAHRO to be paid by the COCC.

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

Nays: None



**C. PHADA CONFERENCE**

Notification of PHADA's Annual Commissioners Conference to be held in Phoenix, AZ in January, 2020 was considered by the Board. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff at MHA expense.

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

VOTED: To approve eligible travel, registration and attendance to PHADA's Annual Commissioners Conference for MHA's Commissioners and appropriate staff at MHA cost.

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

Nays: None

**D. MASS/NAHRO – 2019 FALL CONFERENCE**

The Board reviewed Mass/NAHRO's notification of its Fall Conference to be held in Quincy, MA in November, 2019. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff.

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

VOTED: To approve eligible travel, registration and attendance to MassNAHRO's Fall Conference for MHA's Commissioners and staff at MHA cost.

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

Nays: None

**CORRESPONDENCE**

- Dana-Farber Cancer Institute solicitation
- City's Public Safety Day flyer
- PHADA Membership flyer
- Thank you – Jennifer Carlson
- Thank you – Outreach

**7. OPEN DISCUSSION**

None

9/24/2019

**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 and Joan M. Chiasson

Nays: None

Adjourned at 5:40 PM

  
Francis C. Boudrow, Secretary