

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 26, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Francis C. Boudrow, Chairperson, Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and George N. Bayers

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

**1. APPROVAL OF MINUTES OF SEPTEMBER 12, 2017**

The minutes of the meeting of September 12, 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 September 12, 2017 as submitted.

Ayes: Francis C. Boudrow, Joan M. Chiasson, Frank M. Molis, 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. FY 2018 OPERATING BUDGET – RESOLUTION NO. 2017-7**

The Executive Director introduced James Griffin of Gordon Griffin LLC while summarizing the budget, including various line items. It was noted that relatively minor salary adjustments need to be made to the budget.

The Executive Director went on to discuss the need to approve MHA's FY 2018 Budget and related U. S. Department of Housing and Urban Development ("HUD") 52574 form and authorize the Chairperson to execute the form and the Executive Director to submit the same to HUD, as required.

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

**RESOLVED AND VOTED:** Resolution No. 2017-7 That MHA's proposed Operating Budget for the Fiscal Year ending September 30, 2018 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: Francis C. Boudrow, Joan M. Chiasson, Frank M. Molis, Mark A Lawhorne and George N. Bayers

Nays: None

**B. INSURANCE – RENEWAL**

The Board scrutinized a summary of all insurance, including commercial liability and automobile insurance from Housing Authority Insurance Group ("HAIG") for FY 2018 in the total net sum of \$416,153 and effective October 1, 2017.

Additionally, the Board also reviewed the seven (7) Flood Insurance invoices from Philadelphia for the specific Linden locations in the amount of \$14,459.

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 the award of insurance to HAIG for the FY 2018 and allow the Executive Director to contract with HAIG for MHA's FY2018 insurance in the sum of \$416,153 less any dividend, and with Philadelphia for Flood insurance in the amount of \$14,459

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

Nays: None

**C. EAST BOSTON SAVINGS BANK ("EBSB") – TRANSFER**

The Executive Director presented the need to transfer \$700,000 for FY 2018 and \$700,000 for FY 2019 from the Eastern Bank Money Market Account to the East Boston Saving Bank ("EBSB") to fund the loan account to pay the next two (2) fiscal years on MHA's Energy Performance Contract loan.

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 transfer of \$700,000 for FY 2018 and \$700,000 for FY 2019 to the EBSB account for MHA EPC loan payments in both fiscal years.

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

Nays: None

**D. MALDEN YMCA – INVOICES (2)**

Two (2) invoices from the YMCA, each dated August 31, 2017, in the sum of \$1,988.65 for the Linden After School Program and \$5,471.63 for the Newland Street After School Program were reviewed by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,604.21 for the Linden and \$4,856.07 for the Newland Street After School Programs.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**E. MALDEN POLICE DEPARTMENT – INVOICES (7)**

The Board considered seven (7) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/26/17	15773	\$ 664.23
09/13/17	16574	246.80
09/14/17	16592	246.80
09/15/17	16601	246.80
09/19/17	16616	246.80
09/22/17	16626	493.60
09/26/17	16646	<u>493.60</u>
	TOTAL	<u>\$2,638.63</u>

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 the Malden Police Department in the total sum of \$2,638.63 for detail patrol coverage.

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

Nays: None

**F. CBI CONSULTING INC. ("CBI") – INVOICES (2)**

Two (2) invoices dated September 20, 2017 from CBI in the sum of \$2,840 for the building envelope repair project at 630 Salem Street and in the sum of \$1,455 for construction documents for the concrete steps and stoops project at 275 Newland Street were analyzed by 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 and authorize payment from the capital fund or the benefitted AMP to CBI for consulting services in the sum of \$2,840 for the building envelope project at 630 Salem Street and in the sum of \$1,455 for construction documents for the concrete steps and stoops project at Newland Street.

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

Nays: None

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

The Board studied an invoice from PHADA dated September 21, 2017 in the sum of \$3,365 for membership dues for year ending November 2018.

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 to PHADA in the sum of \$3,365 for MHA's membership dues thru November 2018 to be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

**4. POLICIES**

**A. MHA EMPLOYEE SMOKE-FREE POLICY**

The Executive Director discussed HUD's required of a Smoke-Free Public Housing policy and his memorandum dated September 21, 2017 explaining the employee policy.

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

VOTED: To approve and adopt MHA's and HUD's Smoke-Free policy for employees effective October 1, 2017 and include same in MHA's Personnel Policy.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. TRIANGLE, INC.'S ANNUAL SPIRIT COOKOUT**

A solicitation from Triangle, Inc. was perused by 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 and authorize a contribution of \$100 from the COCC to Triangle, Inc.

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

Nays: None

**B. MALDEN HIGH SCHOOL ALUMNI ASSOCIATION – RAFFLE**

The Board examined a letter dated October 2, 2017 from Malden High School Alumni Association for the Malden High School Alumni Association raffle to help raise funds for future scholarships.

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

VOTED: To authorize and approve the contribution of \$100 from the COCC to the Malden High School Alumni Association.

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

Nays: None

**C. JEANS COLLECTION/HOLIDAY OUTREACH PROGRAM**

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

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 a contribution of \$1,000 from MHA's COCC to MHA's Holiday Outreach Program.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

- Letter from Benjamin Solomon Carson of HUD

**7. OPEN DISCUSSION**

None

**ADJOURNMENT**


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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM

  
\_\_\_\_\_  
Frank M. Molis, Secretary