

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 12, 2021 at 5:04 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING: Joan M. Chiasson, Chairperson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

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

1. ELECTION OF NEW OFFICERS

The Chairperson, George N. Bayers, passed away on December 21, 2020 and new officer positions for the current Commissioners are required.

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

VOTED: To elect the officers as follows:

Joan M. Chiasson, Chairperson
Frank M. Molis, Vice Chairperson
Mark A. Lawhorne, Secretary
William P. Hurley, Treasurer

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and
William P. Hurley

Nays: None

2. COMMISSIONER – GEORGE N. BAYERS

The Board remembered George N. Bayers with a moment of silence. Then, each Commissioner expressed the privilege of working with George and their appreciation for George's dedication to the Board and his community. George was known by all to be kind, gentle and compassionate with a wonderful sense of humor.

No further action was necessary.

3. APPROVAL OF MINUTES OF DECEMBER 15, 2020

The minutes of the meeting of December 15, 2020 were scrutinized by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve the minutes of the December 15, 2020 meeting as submitted.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

4. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and "Section 8" payments for the month of December 2020 totaling \$1,313,632.68 and the Revolving Fund Checks payments for the month of December 2020 totaling \$1,033,968.19

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve the bills and signing of checks for December 2020

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

5. FINANCIAL MATTERS

A. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Executive Director received approval via email poll from the Board on December 16, 2020 for three (3) invoices from CBI for engineering consulting services as follows:

| <u>Dated</u> | <u>Development</u> | <u>Amount</u> | <u>Services</u> |
|--------------|---------------------|--------------------|--|
| 10/21/20 | 120 Mountain Avenue | \$ 2,580.00 | Design completed on 2nd floor decking repair project |
| 11/23/20 | Newland & Coleman | 6,268.50 | Design completed on AMP 1 roof replacement project |
| 11/23/20 | 120 Mountain Avenue | <u>5,650.00</u> | Design investigation on building envelope |
| | | <u>\$14,498.50</u> | TOTAL |

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To confirm the poll approval to make payment to CBI in the total sum of \$14,498.50 for engineering services for the several Federal developments listed above to be paid from Capital Funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

B. MAINTENANCE STAFF – JACKETS

The Board was polled and approved, via email on December 16, 2020, the purchase of winter jackets for the maintenance staff with MHA's logo. It is anticipated that the estimated cost per jacket would run about \$100 each.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To confirm poll approval for the purchase of winter jackets for the maintenance staff with MHA's logo at a cost not to exceed \$5,000

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

C. VACATION CARRYOVER – EXECUTIVE DIRECTOR

The Executive Director received approval by email poll from the Board on December 16, 2020 for the Executive Director to carry over one (1) weeks' vacation from 2020 to be used by April 30, 2021. It was noted the Executive Director can not participate in the vacation buy-back program. The State allows the Executive Director to carry over up to two (2) weeks of his unused vacation time, but the Executive Director opted to carry over just one (1) week consistent with MHA's Personnel Policy.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To confirm poll approval allowing the Executive Director to carry over one (1) week of unused 2020 vacation time to be used by April 30, 2021

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

D. CBI – INVOICES (4)

Four (4) invoices from CBI for engineering consulting services as follows were considered by the Board:

| <u>Dated</u> | <u>Development</u> | <u>Amount</u> | <u>Services</u> |
|--------------|---------------------|-----------------|--|
| 12/22/20 | Forestdale | \$35,950 | ModPhase construction documents |
| 12/22/20 | 120 Mountain Avenue | 344 | Contract administration – 2 nd floor structural repairs |
| 12/22/20 | 120 Mountain Avenue | 29,900 | Investigation – building envelope |
| 12/23/20 | 630 Salem Street | <u>25,020</u> | Post completion, additional punch list items and technical support |
| | | <u>\$91,214</u> | TOTAL |

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to CBI in sum of \$35,950 for engineering services for the Forestdale development and submit the same to the Massachusetts Department of Housing and Community Development (“DHCD”) for processing and payment to CBI in the sum of \$55,264 for engineering services at the Federal developments listed above to be paid from Capital Funds for total payments of \$91,214

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

E. UNITED ELEVATOR COMPANY INC. (“UNITED ELEVATOR”) – REQUISITION

The Board analyzed a requisition for payment from United Elevator dated January 4, 2021 for work on the 557 Pleasant Street elevator rehabilitation project in the sum of \$12,278.75

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to United Elevator for elevator work at 557 Pleasant Street in the sum of \$12,278.75 to be paid from Capital Funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

F. MICHAEL KIM ASSOCIATES – INVOICE

An invoice dated December 17, 2020 from Michael Kim Associates for the Newland Street roof replacement project for engineering and design services in the sum of \$24,427.50 was studied by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment in the sum of \$24,427.50 to Michael Kim Associates for completed roof replacement engineering and design services at the Newland Street project to be paid from Capital Funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**G. COMFORT SYSTEMS USA – BCM CONTROLS CORPORATION (“BCM”)-
SERVICE AGREEMENT PROPOSAL**

The Board perused the annual Security Service Agreements from BCM Controls for 275 Newland Street in the sum of \$4,946 and 557 Pleasant Street in the sum of \$14,568 for the period January 1, 2021 through December 31, 2021.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize the annual Service Agreements for the security systems at Newland Street in the sum of \$4,946 and at 557 Pleasant Street in the sum of \$14,568 for the 2021 calendar year.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

H. PROJECTDOG, INC. – INVOICE

An invoice dated December 21, 2020 from Projectdog, Inc. in the sum of \$795 for services for electronic bid services on the Newland Street development roof replacement project was examined by the Board.

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

VOTED: To approve and authorize payment to Projectdog, Inc. in the sum of \$795 from the Capital Fund for electronic bid services for the Newland Street development roof replacement project.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

I. REQUEST FOR PROPOSALS (“RFP”) – TECHNICAL ASSISTANCE HOURLY RATES

The Board considered responses to RFP’s for technical assistance services for various disciplines as follows:

| <u>Consultant</u> | <u>Fee</u> | |
|-------------------------------|------------|--------|
| SG Risk Management Consulting | \$ 95 | Hourly |
| Diane Cohen | 125 | Hourly |
| M. Donovan Consulting | 175 | Hourly |

| | | |
|----------------------------|----------------|--------------------|
| William Croken, Consultant | 30 | Hourly |
| EPC Solutions LLC | 125 | Hourly |
| Gordon/Griffin, LLC | 7,070 / 84,840 | Monthly/Annual Fee |

Edward Fahey recommended the bids be awarded to all consultant providers listed above as the most responsible and responsive bids to ensure complete coverage of MHA's technical assistance needs. The above bids are for one (1) year with MHA's option to extend for four (4) more years.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and award technical assistance services to the above respondents as the most responsive and responsible bids and authorize the Executive Director to contract the same for one (1) year with MHA's option to extend for four (4) more years.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

J. YMCA – INVOICES – (2)

Two (2) invoices from the YMCA both dated September 30, 2020 in the sum \$2,065.45 for after school/summer programs at Linden and in the sum of \$2,338.71 for Newland Street programs were scrutinized by the Board.

After due discussion and upon motion duly made by William P. Hurley and seconded by Joan M. Chiasson, it was

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,065.45 and \$2,338.71 for the Linden and Newland Street after school/summer programs.

Ayes: Joan M. Chiasson and William P. Hurley

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

K. MALDEN CONTRIBUTORY RETIREMENT SYSTEM

The Board reviewed the annual invoice from the Malden Public Employee Retirement System in the amount of \$1,388,516 which is due on July 1, 2021. The Executive Director reminded the Board that MHA typically pays this bill in its entirety before the due date in order to avoid paying interest cost on quarterly payments.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the total payment in the sum of \$ 1,388,516 to the Malden Public Employee Retirement System during the month of June, 2021 in order to avoid paying interest on quarterly payments.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

L. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)

Three (3) invoices dated December 25, 2020 for the period October 1, 2020 through December 31, 2020 from GIC for health insurance premiums was considered by the Board as follows:

| | |
|-----------|---------------------|
| Retirees | \$ 51,641.24 |
| Employees | 212,935.37 |
| Survivors | <u>3,138.30</u> |
| | <u>\$267,714.91</u> |

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 authorize payment to GIC for health insurance premiums in the total sum of \$267,714.91 for the period October 1, 2020 through December 31, 2020

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

M. RICOH USA, INC. (“RICOH”) – RENEWAL FORM

A renewal form dated December 31, 2020 from RICOH for the period February 27, 2020 through April 30, 2021 in the sum of \$2,125 for scanning and cloud storage was analyzed by the Board. It was noted that RICOH has been providing required service even though the previous contract had expired.

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

VOTED: To approve and authorize the Executive Director to contract with RICOH for the sum of \$2,125 for scanning and cloud storage through April 30, 2021 to be paid as appropriately allocated by MHA’s Finance Director.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

N. MYSTIC VALLEY ELDER SERVICES (“MVES”) – INVOICE

The Board studied an invoice from MVES dated January 8, 2021 for the month of November 2020 in the sum of \$15,109.17 for resident service coordinators at various federal developments.

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to MVES in the sum of \$15,109.17 with allocation to the Federal AMPs served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

O. DIANE COHEN – INVOICE

An invoice from Diane Cohen dated January 2, 2021 in the amount of \$500 for various consulting services provided to MHA staff was considered by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve payment in the amount of \$500 to Diane Cohen for consulting services.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

P. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board analyzed an invoice from SG Risk dated January 6, 2021 in the amount of \$425 for risk management consulting services.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to SG Risk in the amount of \$425 for consulting services from COCC funds.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Q. MALDEN POLICE DEPARTMENT – INVOICES (9)

Nine (9) 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> |
|--------------|--------------------|-------------------|
| 10/22/20 | 23340 | \$1,318.25 |
| 11/19/20 | 23605 | 263.65 |
| 12/08/20 | 23699 | 1,054.60 |
| 12/14/20 | 23729 | 527.30 |
| 12/14/20 | 23741 | 527.30 |
| 12/17/20 | 23764 | 527.30 |
| 12/21/20 | 23787 | 1,054.60 |
| 12/28/20 | 23812 | 1,581.90 |
| 01/05/21 | 23841 | <u>922.77</u> |
| | | <u>\$7,777.67</u> |

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$7,777.67 as listed above from the specific AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

6. POLICIES AND CONTRACTS

None

7. CHARITABLE REQUESTS

None

8. CORRESPONDENCE AND NEWSLETTERS

None

9. OPEN DISCUSSION**A. MASSACHUSETTS SENIOR ACTION COUNCIL**

The Commissioners expressed their desire to make a donation on behalf of MHA in memory of George N. Bayers and decided on the Massachusetts Senior Action Council since George was active in this organization.

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

VOTED: To approve and authorize a donation in the sum of \$500 to Massachusetts Senior Action Council in memory of George N. Bayers.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

ADJOURNMENT

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

Adjourned at 5:55 PM

Mark A. Lawhorne, Secretary
SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 1/26/2021, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED