

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 8, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Francis C. Boudrow

MHA STAFF: Stephen G. Finn, Thomas P. Callaghan, Jr. and Edward Pahey

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**1. APPROVAL OF MINUTES OF DECEMBER 11, 2018**

The minutes of the meeting of December 11, 2018 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 authorize and approve the minutes of December 11, 2018.

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

Nays: None

Joan M. Chiasson joined the meeting

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Board scrutinized the bills and checks 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 bills and signing of checks as submitted.

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

Nays: None

**3. FINANCIAL MATTERS**

**A. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION ("GIC") – INVOICE**

The Board was polled by email on December 18, 2018 with a recommendation to pay an outstanding bill dated December 7, 2018 from GIC for FY 2018 in the sum of \$4,021.

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

VOTED: To confirm the email poll approval vote to pay the outstanding bill from GIC dated December 7, 2018 in the sum of \$4,021 for FY 2018.

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

Nays: None

**B. SPRINGDALE DOOR AND WINDOW REPLACEMENT**

The Executive Director had previously polled the Board by email on December 20, 2018 for authorization to contract and execute documents with the Massachusetts Department of Housing and Urban Development ("DHCD") for the design contract for the Springdale door and window replacement project.

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 email poll approval vote to authorize the Executive Director to contract and execute and submit documents to DHCD for the design contract for the Springdale door and window replacement project.

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

Nays: None

**C. ALMAR LLC – APPLICATION AND CERTIFICATE FOR PAYMENT**

The Board was polled by email on January 3, 2019 on payment of an Application and Certificate for Payment dated December 28, 2018 from ALMAR LLC in the sum of \$78,740.75 for the Forestdale roof replacement project.

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

VOTED: To confirm the email poll approval vote dated January 3, 2019 and to authorize payment to ALMAR LLC in the sum of \$78,740.75 for the Forestdale roof replacement project and submit the same to DHCD for processing.

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

Nays: None

**D. NELCO – APPLICATION AND CERTIFICATE FOR PAYMENT**

An Application and Certificate for Payment dated January 4, 2019 from NELCO in the sum of \$131,334.65 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project was scrutinized 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 approve and authorize payment to NELCO in the sum of \$131,334.65 for the 14-16 Clement Street HILAPP rehabilitation project, to submit the same to DHCD for processing and to pay from the COCC after receiving DHCD approval.

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

Nays: None

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

The Board reviewed an invoice dated December 17, 2018 for construction contract administration fees in the sum of \$3,384 for exterior building envelope repairs at 630 Salem Street.

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 payment to CBI in the sum of \$3,384 for construction administration for building envelope repairs of 630 Salem Street to be paid from the Capital Fund Program ("CFP")

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

Nays: None

An invoice dated December 18, 2018 in the sum of \$8,648.50 for construction management and clerk services for the 14-16 Clement Street rehabilitation project was also considered by the Board.

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 payment to CBI in the sum of \$8,648.50 for construction management services for the 14-16 Clement Street rehabilitation project, to submit the same to DHCD for processing and to pay from the COCC after receiving DHCD approval paid.

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

Nays: None

**F. TRIANGLE, INC. - INVOICE**

The Board analyzed an invoice dated December 6, 2018 from Triangle, Inc. in the sum of \$3,630 for cleaning and maintenance services at various developments for the month of November.

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 payment to Triangle, Inc. in the sum of \$3,630 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

**G. HOMER – INVOICE**

An invoice dated January 3, 2018 [sic] in the amount of \$276,967.75 from Homer for the building envelope project at 630 Salem Street was studied 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 and authorize payment to Homer in the sum of \$276,967.75 for the 630 Salem Street project to be paid from the Capital Fund.

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

Nays: None

**H. DIANE COHEN (“COHEN”) – INVOICE**

The Board perused an invoice dated December 31, 2018 in the sum of \$750 from Diane Cohen for consulting services for the Family Self-Sufficiency program (“FSS”) and Admissions and Continued Occupancy Plans (“ACOP”)

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 Diane Cohen in the sum of \$750 for consulting services to be paid from FSS and/or COCC funds.

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

Nays: None

**I. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated January 2, 2019 from SG Risk in the sum of \$871.25 for risk management and insurance consulting services was examined by the Board.

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 payment to SG Risk in the sum of \$871.25 from the COCC for consulting services.

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

Nays: None

**J. MALDEN POLICE DEPARTMENT – INVOICES (4)**

The Board scrutinized four (4) invoices from the Malden Police Department for police details at 630 Salem Street and 120 Mountain Avenue as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/06/18	19373	\$493.60
12/12/18	19392	246.80
12/20/18	19396	246.80
01/07/19	19412	<u>246.80</u>
	TOTAL	<u>\$1,234.00</u>

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 payment to the Malden Police Department in the total sum of \$1,234 from the AMPs served.

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

Nays: None

**K. TRAINING – U.S. INSPECTION GROUP, INC. – PROPOSAL**

A proposal in the sum of \$6,700 for MHA staff UPCS/Real Estate Assessment Center ("REAC") training from U.S. Inspection Group, Inc. was reviewed by the Board.

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

VOTED: To authorize and contract with the U.S. Inspection Group, Inc. for UPCS/REAC training for MHA staff in the sum of \$6,700 to be paid from COCC funds.

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

Nays: None

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

The Board considered an invoice from Russo Bar Associates dated December 31, 2018 in the amount of \$2,100 for construction administration services on the roof project at Forestdale.

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

VOTED: To approve payment to Russo Bar Associates in the sum of \$2,100 for construction administration services on the roof project at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

**M. RICOH USA, INC. ("RICOH") – RENEWAL FORM**

A renewal form dated December 26, 2018 from RICOH for the period February 27, 2019 through February 26, 2020 in the sum of \$1,932 for scanning and cloud storage was analyzed 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 and authorize the Executive Director to contract with RICOH for the sum of \$1,932 for scanning and cloud storage through February 26, 2020 to be paid from the COCC and as allocated by MHA's Finance Director.

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

Nays: None

**N. MASSACHUSETTS CHAPTER OF NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – 2019 AGENCY DUES**

The Board studied an invoice dated December 31, 2018 from Mass/NAHRO for MHA's 2019 agency dues in the sum of \$1,047.

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 payment to Mass/NAHRO for MHA's 2019 agency dues in the sum of \$1,047 to be paid from the COCC and as allocated by the Finance Director

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

Nays: None

**O. VERIZON INQUIRY**

A letter dated December 13, 2018 from Sean Mahoney of SAI Communications requesting permission to evaluate 630 Salem Street for installation of a wireless facility was perused by the Board. If the evaluation is positive, MHA will issue a request for proposals.

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 the Executive Director to have SAI Communications evaluate 630 Salem Street for the installation of a wireless facility.

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

Nays: None

**P. OAKLAND HOUSING AUTHORITY AND WEGOWISE, INC. – CONTRACT RENEWAL PROCUREMENT**

An introductory email dated January 7, 2019 from Mike Lopatin from Appfolio.com for the Oakland Housing Authority ("OHA") to "piggyback" MHA's contract with WegoWise, Inc. for OHA's contract procurement was considered.

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 the Executive Director to sign an Intergovernmental Agreement allowing OHA to “piggyback” MHA’s procurement of and contract with WegoWise, Inc. for utility energy monitoring and reporting services.

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

Nays: None

**Q. MHA AND MELROSE HOUSING AUTHORITY – INTERGOVERNMENTAL AGREEMENT**

The Executive Director explained a request from the Melrose Housing Authority to “piggyback” MHA’s contract with McCright for Section 8 Housing Quality Standards inspections was presented to the Board.

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 the Executive Director to sign an Intergovernmental Agreement allowing Melrose Housing Authority to “piggyback” MHA’s procurement and contract for Section 8 Housing Quality Standards inspections with McCright.

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

Nays: None

**R. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) – PASSBOOK SAVINGS RATE**

The Board re-examined notices from HUD dated October 31, 2014 and January 19, 2016 addressing the passbook savings rate used to impute income for un-invested assets that DHCD is referencing for LHA’s to set their imputed passbook savings interest rate for state housing program administration. The Executive Director recommends that the MHA adopt an imputed interest passbook savings rate of .06% for state program administration, as required by DHCD.

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 Executive to adopt the passbook savings rate unchanged from last year of .06% for imputed income for un-invested income of applicants, tenants and participants for MHA’s state housing program administration.

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



Nays: None

**S. NELCO – CHANGE REQUEST**

A change request dated January 3, 2019 in the sum of \$757.09 from NELCO for larger conduits (for future capacity) from the first floor to the basement for the Clement Street project with scrutinized by the Board.

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 the change order from NELCO for larger conduits for the Clement Street project in the sum of \$757.09.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

**A. FRANK SAYS HI**

A solicitation from the Eleventh Annual "Frank Says Hi" Scholarship Foundation Fundraiser was reviewed by the Board.

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 a donation to the "Frank Says Hi" Scholarship Foundation in the sum of \$100 from the COCC.

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

Nays: None

**B. SPECIAL OLYMPICS**

The Board considered a solicitation from the Special Olympics 2019 Partner Renewal Reminder.

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 a contribution of \$100 from the COCC to the Special Olympics.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. MHA ANNUAL REPORT TO THE CITY OF MALDEN

The Executive Director transmitted MHA's 2019 Annual Report to the Board which will be submitted to the City and DHCD after approval by the Board.

No further information was necessary at this time.

B. EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION FORM

The Executive Director distributed his Annual Employee Performance Evaluation form to the Board for completion.

No further action was necessary at this time.

7. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:50 PM

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George N. Bayers, Secretary