

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 22, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF JANUARY 8, 2019

The minutes of the meeting of January 8, 2019 were presented to the Board and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of January 8, 2019.

Ayes: Frank M. Molis, George N. Bayers and Frances C. Boudrow

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. YMCA – INVOICES – (2)

The Board was polled by email on January 9, 2019 with a recommendation to pay two (2) invoices from the YMCA dated November 30, 2018 in the sum \$2,010.10 for after school/summer programs at Linden and dated November 30, 2018 in the sum of \$1,752.22 for Newland Street.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was

VOTED: To confirm the email poll vote to pay the YMCA in the amounts of \$2,010.10 and \$1,752.22 for the Linden and Newland Street after school/summer programs.

Ayes: George N. Bayers and Francis C. Boudrow

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Nays: None

Abstain: Frank M. Molis

B. CLEMENT STREET – INVOICES

The Executive Director had previously polled the Board by email on January 14, 2019 for authorization to make payment to CBI Consulting, LLC (“CBI”) in the sum of \$8,648.50 for invoice dated December 18, 2018 for design engineering at Clement Street for MHA’s High Leverage Asset Preservation Program (“HILAPP”).

In the same email, the Executive Director also sought authorization and approval for an invoice dated January 4, 2009 from NELCO Worldwide in the sum of \$131,334.65 for completed construction work at Clement Street.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to pay the sum of \$8,648.50 to CBI for design engineering and to NELCO Worldwide in the sum of \$131,334.65 for completed construction work for the Clement Street HILAPP rehabilitation project to be paid with MHA Central Office Cost Center (“COCC”) funds.

Ayes: Frank M. Molis, George N. Bayers and Frances C. Boudrow

Nays: None

C. NORTHSHORE HISPANIC ASSOCIATION (“NSHA”) – RECOGNITION

The Board was polled by email on January 14, 2018 announcing that NSHA will be honoring MHA employee, Yolanda Waldman, who has helped pave the way for others in her community through cultural, social or economic contributions to the NSHA growing community at the upcoming fundraiser scheduled for Thursday, February 21, 2019 from 6:00 PM to 8:00 PM at the Malden Senior Center. It was suggested that MHA take out a full page ad in the NSHA program book.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the email poll approval vote authorizing the Executive Director to take out a full page ad in the NSHA program book in the sum of \$100 to be paid by the COCC.

Ayes: Frank M. Molis, George N. Bayers and Frances C. Boudrow

Nays: None

- Joan M. Chiasson joined the meeting.

D. CLEMENT STREET – CHANGE ORDERS

The Executive Director had previously polled the Board by email on January 14, 2019 regarding two proposed change orders for the Clement Street renovation project. The Executive Director requested that the Board revoke its vote approving change order #35-2A from NELCO Worldwide and substitute it with change order #35-3 allowing for wider tubs and floor drains. The change order requires our contract with NELCO Worldwide to increase in the sum of \$113,105.49. The second change order #38 proposes to pave a majority of the buildings apron to best prevent water from infiltrating through the foundation. This change order requires our contract with NELCO Worldwide to increase by an additional \$14,499.30

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

VOTED: To revoke the previous vote to approve change order 35-2A and confirm the email poll approval with the substitute change order #35-3 from NELCO Worldwide allowing for wider tubs and floor drains. To also confirm the second change order #38 to pave a majority of the buildings apron to best prevent water from infiltrating through the foundation.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

E. SUFFOLK MANOR RESIDENT'S ASSOCIATION

The Board was polled by email dated January 15, 2019 regarding Suffolk Manor Residents' Association request for \$250 advance of their annual request for \$1,000 for refreshments for an upcoming event to be paid from the COCC.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To confirm the email poll approval vote and advance payment of the sum of \$250 to the Suffolk Manor Residents' Association.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

F. GORDON/GRIFFIN, LLC – ENGAGEMENT LETTER

The Executive Director polled the Board by email on January 15, 2019 regarding the annual engagement letter from Gordon/Griffin, LLC outlining the accounting services provided to MHA at a cost of \$80,110 for FY 2020, an increase of \$3,235 from last year's fee of \$76,875.

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 vote approving and authorizing the Executive Director to execute the annual engagement letter from Gordon/Griffin, LLC for accountant services for FY 2020 in the total sum of \$80,110

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

G. PAYMENT IN LIEU OF TAXES ("PILOT") TO THE CITY OF MALDEN

The Executive Director informed the Board that MHA was prepared to make its annual PILOT contribution to the City of Malden in the amount of \$337,744.66 and presented the breakdown by development.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve the FY 2018 PILOT payment to the City of Malden in the sum of \$337,744.66

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

H. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN

The Board scrutinized a letter from the City dated January 17, 2019 requesting MHA's annual funding commitment in support of Malden's Senior Transportation program providing continuing service to MHA's elder/disabled resident families with a contribution to the City of \$20,000

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 MHA's annual contribution of \$20,000 to the City of Malden's Senior Transportation program to be paid from COCC funds to provide MHA's elder residents with access to such services.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

I. CBI – WORK ORDER/SCOPE OF SERVICES

A Work Order and letter dated November 7, 2018 from CBI for roof replacement design work for the Springdale development in the sum of \$14,000 was reviewed by the Board.

After due discussion and upon duly motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the Work Order with CBI for roof replacement design work for Springdale in the sum of \$14,000 and authorize the Executive Director to contract with CBI in that amount.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

J. YMCA – INVOICE

The Board considered an invoice from the YMCA for MHA's Federal Public Housing Membership program dated January 1, 2019 in the amount of \$4,166.67 for December 2018 membership.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was

VOTED: To approve payment to the YMCA in the sum of \$4,166.67 to be paid by the COCC for the provision of federal family Y memberships.

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

Nays: None

Abstain: Frank M. Molis

K. TRIANGLE, INC. - INVOICE

An invoice dated January 8, 2019 from Triangle, Inc. in the sum of \$3,363.75 for cleaning and maintenance services for the month of December 2018 at Pearl Street and Salem Street was analyzed 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 Triangle, Inc. in the sum of \$3,363.75 for the provision of custodial maintenance services with payment allocated against the AMPs served.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board studied 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>
01/09/19	19438	\$246.80
01/10/19	19454	246.80
01/16/19	19486	740.40
01/16/19	19490	<u>246.80</u>
	TOTAL	<u>\$1,480.80</u>

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 payment to the Malden Police Department in the total sum of \$1,480.80 from the AMPs served.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

M. FEDERAL MILEAGE REIMBURSEMENT RATE FOR 2019

The new Federal mileage reimbursement rate for 2019 issued by the Internal Revenue Service has been increased to \$0.58 per mile. MHA employees using their personal vehicles for Federal business travel will be reimbursed accordingly effective January 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 approve and authorize MHA employees reimbursement for Federal business travel to be reimbursed at \$0.58 per mile effective January 1, 2019

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

N. TRIANGLE, INC. – MEMORANDUM OF UNDERSTANDING (“MOU”)

The Board perused the Renewal of and Addendum to MOU between MHA and Triangle, Inc. dated February 20, 2018 for services, including cleaning, maintenance and landscaping

effective February 1, 2019. The renewed and amended MOU increases the labor rate by one (\$1.00) dollar per hour.

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

VOTED: To approve the Renewal of and Addendum to MOU between MHA and Triangle, Inc. dated February 20, 2018 and authorize the Executive Director to contract with Triangle, Inc. for maintenance services not to exceed \$66,560 effective February 1, 2019.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

O. SUFFOLK MANOR RESIDENTS' ASSOCIATION

The Executive Director submitted a letter dated January 17, 2019 from the president of the Suffolk Manor Residents' Association requesting a donation for association activities. It was noted \$250 has been previously donated.

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 an additional payment of \$750 to the Suffolk Manor Residents Association from COCC funds.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

P. JAMES M. HENNESSEY – INVOICE

An invoice dated January 22, 2019 from James M. Hennessey for quality control and state inspections in the sum of \$2,625 was examined 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 James M. Hennessey for quality control inspections in the sum of \$2,625 to be allocated to Section 8 and the COCC.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

Q. ALMAR LLC – INVOICE

The Board scrutinized and invoice from Almar LLC dated January 17, 2019 for plans and permits for the Forestdale development roof replacement project in the sum of \$7,680.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve payment to Almar LLC in the sum of \$7,680 for plans and permits for the Forestdale roof replacement project and submit the invoice to DHCD for payment processing.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. TRIANGLE, INC.

A solicitation from Triangle, Inc. for its 48th Annual Awards Ceremony and Fundraiser Celebration was reviewed 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 a donation in the sum of \$100 to be paid from COCC funds to Triangle, Inc. for its 48th Annual Awards Ceremony and Fundraiser Celebration.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

B. THE JIMMY FUND – DANA-FARBER CANCER INSTITUTE

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

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, 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: Frank M. Molis, George N. Bayers, Frances C. Boudrow
and Joan M. Chiasson

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **MALDEN CHAMBER OF COMMERCE**

A flyer for the upcoming Malden Chamber of Commerce Breakfast with the Mayor's State of the City Address on February 26, 2019 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 purchase a table of ten at the Malden Chamber of Commerce Breakfast for the sum of \$300 to be paid by the COCC and authorize MHA's Commissioners and staff to attend.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow
and Joan M. Chiasson

Nays: None

7. **OPEN DISCUSSION**

A. **MHA ANNUAL REPORT TO THE CITY OF MALDEN**

The Executive Director transmitted MHA's 2019 Annual Report to the Board for its review and approval to be submitted to the Mayor, City Council and DHCD.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize the Executive Director to submit the MHA's 2019 Annual Report to the City and DHCD.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow
and Joan M. Chiasson

Nays: None

B. **JAMES M. HENNESSEY – INVOICE**

An invoice dated January 22, 2019 from James M. Hennessey for quality control and state inspections in the sum of \$1,200 was studied by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to James M. Hennessey for quality control inspections in the sum of \$1,200 to be allocated to Section 8 and the COCC.

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

C. MEETINGS

The Board discussed upcoming meetings and set the Resident Advisory Board ("RAB") meeting on May 14, 2019 at 9:00 AM and MHA's Annual and Five Year Public Housing Authority Plan ("PHA Plan") meeting on June 11, 2019 at 9:00 AM.

No further action was necessary at this time.

D. EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE REVIEW

The Chairperson led the annual evaluation of the Executive Director with input from the other Commissioners. It was stated that the Executive Director's performance was superior in all aspects of his responsibilities. Goals and objectives for the past year were successfully addressed and accomplished. The Board unanimously concurred that the Executive Director has been successful in moving MHA forward to fulfill its mission. The Chairperson will sign the evaluation on behalf of the Board.

No further action was necessary at this time.

ADJOURNMENT

After due discussion and upon motion duly made by George N. Bayers and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn

Ayes: Frank M. Molis, George N. Bayers, Frances C. Boudrow and Joan M. Chiasson

Nays: None

Adjourned at 6:05 PM

George N. Bayers, Secretary