

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 19, 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 and George N. Bayers

COMMISSIONERS ABSENT: Joan M. Chiasson and Francis C. Boudrow

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

**1. APPROVAL OF MINUTES OF JANUARY 22, 2019**

The minutes of the meeting of January 22, 2019 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 January 22, 2019.

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

Nays: None

**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 George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None

**3. FINANCIAL MATTERS**

**A. CONFIRMATION OF POLL VOTES**

The Executive Director reviewed the following items seeking confirmation of all as each was the subject of email polling approval by the Board:

**(I) NELCO WORLDWIDE ("NELCO") – APPLICATION AND CERTIFICATE FOR PAYMENT**

A Requisition for Payment dated February 8, 2019 from NELCO in the sum of \$104,157.36 for the Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project to be paid and processed by DHCD.

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**(II) NELCO – CHANGE ORDER NO. 2**

Nelco Change Order No. 2 dated February 8, 2019 from NELCO the Clement Street HILAPP contract amount by \$194,552.55 to a total of \$3,442,961.39.

**(III) CBI CONSULTING INC. (“CBI”) – INVOICE**

Payment of an invoice dated January 31, 2019 from CBI Consulting, LLC (“CBI”) in the sum of \$17,442.26 for clerk services and design engineering at Clement Street for MHA’s HILAPP to be paid and processed by DHCD.

**(IV) CBI – INVOICE**

An invoice dated January 23, 2019 from CBI for roof replacement design work for the Springdale development in the sum of \$700 to be paid and processed by DHCD.

**(V) CBI – INVOICES (2)**

Payment of two (2) invoices from CBI dated January 23, 2019 for investigative work on balconies at 120 Mountain Avenue in the sum of \$3,650 and for construction contract administration for the exterior envelope and balcony repairs at 630 Salem Street in the sum of \$4,230, each to be paid from Capital Funds.

**(VI) ALMAR LLC – APPLICATION AND CERTIFICATE FOR PAYMENT**

A Requisition for Payment dated February 6, 2019 from Almar LLC for roof replacement costs at Forestdale in the sum of \$30,542.50 to be paid and processed by DHCD.

**(VII) RUSSO BAR ASSOCIATES – INVOICE**

An invoice from Russo Bar Associates dated January 31, 2019 in the amount of \$400 for construction administration work on the Forestdale roof project to be paid and processed by DHCD.

**(VIII) GCG ASSOCIATES, INC. (“GCG”) – INVOICE**

Payment of an invoice from GCG Associates dated January 21, 2019 in the sum of \$2,175 for the design of MHA parking areas at MHA’s (6) AMPs to be paid from Capital Funds.

**(IX) COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)**

Payment of three (3) invoices dated January 18, 2019 for the period October 1, 2018 through December 31, 2018 from GIC for second quarter Fiscal Year 2019 health insurance premiums as follows:

|           |                     |
|-----------|---------------------|
| Retirees  | \$ 52,437.11        |
| Employees | 203,624.84          |
| Survivors | <u>2,975.13</u>     |
|           | <u>\$259,037.08</u> |

**(X) MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)**

Payment of two (2) invoices from MVES, both dated January 24, 2019 for the month of December 2018 in the sum of \$13,443.99 for resident service coordinators at MHA's AMPs 2,4,5 and 6 to be paid by the AMPs served, and in the amount of \$93.54 for Forestdale to be paid by the COCC.

**(XI) MALDEN POLICE DEPARTMENT – INVOICES (12)**

Payment of twelve (12) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street, as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u>     |
|--------------|--------------------|-------------------|
| 11/28/18     | 19360              | \$246.80          |
| 01/03/19     | 19402              | 123.40            |
| 01/23/19     | 19516              | 1,727.59          |
| 01/23/19     | 19529              | 740.39            |
| 01/24/19     | 19540              | 246.80            |
| 01/28/19     | 19547              | 987.20            |
| 01/29/19     | 19559              | 246.80            |
| 02/05/19     | 19592              | 493.60            |
| 02/06/19     | 19604              | 740.40            |
| 02/07/19     | 19614              | 493.60            |
| 02/11/19     | 19628              | 987.20            |
| 02/13/19     | 19641              | <u>246.80</u>     |
|              | TOTAL              | <u>\$7,280.58</u> |

**(XII) JAMES M. HENNESSEY – INVOICES (2)**

Payment of two (2) invoices from James M. Hennessey dated February 7, 2019 in the sums of \$1,406.25 and \$775 for quality control inspections to be paid by section 8 and/or the COCC.

**(XIII) NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT (“NAHRO”) – SEMINAR FEBRUARY 26-28, 2019**

Approval for MHA's Fee Accountants, Howard L. Gordon and James Griffin, to attend a Section 8 Administrator's RAD PBV and HUD Public Housing Repositioning training in Somerville at MHA cost to be paid by the COCC due to the fact that the Executive Director and Modernization Director would each be unable to attend due to the Nan McKay Public Housing Conference in New Orleans.

**(XIV) PATHFINDER TREE SERVICE, LLC – CHANGE ORDER**

Approval of a Change Order in the amount of up to \$21,800 to MHA's contract with Pathfinder Tree Service, LLC for additional tree removal work at MHA's Forestdale development to be paid by the COCC.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers for all matters previously poll approved by the Board, it was unanimously

**VOTED:** To confirm the email poll votes (I-XIV) as detailed above with the exception of two (2) Malden Police Invoices. The Board voted to rescind payment for Malden Police Invoice No.19604 dated February 6, 2019 in the sum of \$740.40 and Invoice No. 19614 dated February 7, 2019 in the sum of \$493.60 due to duplication of said invoices.

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

Nays: None

**B. TRIPLE THREAT TRIVIA MALDEN LIBRARY FUNDRAISER**

The Executive Director explained MHA's involvement in the Malden Public Library fundraiser called Triple Threat Trivia and that payment must be received by February 15, 2019 for the 2020 Malden Library Trivia Team entrance fee which had been previously approved via email.

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

**VOTED:** To confirm payment to the Malden Public Library in the sum of \$360 for Triple Threat Trivia to be held January 23, 2019 and pay from the COCC.

Ayes: Mark A. Lawhorne and George N. Bayers

Abstain: Frank M. Molis

Nays: None

**C. MALDEN YMCA – INVOICES (3)**

Three (3) invoices from the YMCA were presented to the Board via email and approved for payment as follows:

| <u>Dated</u> | <u>Invoice</u>                      | <u>Amount</u> |
|--------------|-------------------------------------|---------------|
| 02/06/19     | Resident Family Memberships         | \$4,166.67    |
| 02/07/19     | Linden Street                       | 2,157.08      |
| 02/07/19     | Newland Street After School Program | 1,727.59      |

TOTAL \$7,280.58

After due discussion and upon motion duly made by George N. Bayers it was

VOTED: To confirm payment to the Malden YMCA in the total sum of \$7,280.58 for the invoices detailed above with Resident Family Memberships being paid by the COCC.

Ayes: George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

**D. QUARTERLY FINANCIALS**

The Board was presented with MHA's Quarterly Operating Statements (3) and Quarterly Capital Improvement Budget for FY ending September 30, 2019.

For information purposes only, no further action was necessary.

**E. MALDEN POLICE – INVOICES (2)**

Two (2) invoices from the Malden Police Department for police details at Salem Street, Mountain Avenue and 89 Pearl Street were studied by the Board as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u>     |
|--------------|--------------------|-------------------|
| 02/14/19     | 19652              | \$246.80          |
| 02/19/19     | 19662              | <u>987.20</u>     |
|              | TOTAL              | <u>\$1,234.00</u> |

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 the Malden Police Department in the total sum of \$1,234 for patrol detail coverage.

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

Nays: None

**F. ALLEN & MAJOR ASSOCIATES, INC. - INVOICE**

The Board perused an invoice dated February 13, 2019 in the sum of \$585 from Allen & Major for construction administration for the Springdale incinerator demolition project.

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 Allen & Major for construction administration in the sum of \$585 and to allow the Executive Director to submit the same to Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

**G. AMRAMP – PROPOSAL**

A proposal from Amramp dated February 12, 2019 in the sum of \$12,800 to install a ramp designed to comply with the Americans with Disabilities Act at 557 Pleasant Street was examined 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 Executive Director to contract with Amramp to install an accessible ramp in the sum of \$12,800 for 557 Pleasant Street's community room.

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

Nays: None

**H. GCG – BID RECOMMENDATION**

A letter dated February 14, 2019 from GCG recommending Site Improvements as the most responsive and responsible bidder for MHA's parking area modernization project at various AMPs in the sum of \$169,002 was 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 award the bid on MHA's parking area modernization project at various AMPs in the sum of \$169,002 to Site Improvements as the most responsive and responsible bidder in the sum of \$169,002, and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

**I. GCG – BID RECOMMENDATION**

The Board reviewed a letter dated February 15, 2019 from GCG recommending Richard D'Ambrosia, Inc. for the construction of a new parking area at Rockland Avenue as the low bid in the sum of \$41,950.

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

**VOTED:** To award the bid on MHA's Rockland Ave parking area project to Richard D'Ambrosia, Inc. as the most responsive and responsible bidder in the sum of \$41,950 and authorize the Executive Director to contract with the company in that amount.

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

**Nays:** None

**J. PHOENIX COMMUNICATIONS, INC. – INVOICE**

An invoice from Phoenix Communications dated February 15, 2019 in the amount of \$2,250 for emergency services to resolve fiber line issues was 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 Phoenix Communications Inc. in the sum of \$2,250 for emergency services on MHA's fiber lines to be paid by the COCC.

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

**Nays:** None

**K. S. I. SERVICES, INC. – INVOICES (2)**

The Board analyzed two (2) invoices from S. I. Services, Inc. for emergency roof repairs to various Linden dwellings. The first invoice was dated February 8, 2019 in the sum of \$850 and the second, dated February 6, 2019 in the sum of \$12,600.

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 S. I. Services, Inc. in the total sum of \$13,450 for roof repairs at Linden.

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

**Nays:** None

**L. BIDDOCS ONLINE – INVOICE**

An invoice dated February 18, 2019 from BidDocs Online in the sum of \$912.95 for bid documents for the parking area project at Rockland Avenue was studied 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 authorize and approve payment to BidDocs Online in the amount of \$912.95 for the parking project at Rockland Avenue and submit the invoice to DHCD for processing.

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

Nays: None

**M. BIDDOCS ONLINE – INVOICE**

The Board perused an invoice dated February 18, 2019 from BidDocs Online in the sum of \$844.30 for bid docs for the parking area modernization at various MHA sites.

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

**VOTED:** To authorize and approve payment to BidDocs Online in the amount of \$844.30 for parking area modernization at various sites to be paid from Capital Funds.

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

Nays: None

**N. MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY (“MEMA”) – REQUESTED REFUND**

The Executive Director discussed a letter dated January 3, 2019 from MEMA requesting reimbursement from MHA for the January 2015 Snow Storm Disaster. Unfortunately, It was determined that Federal Emergency Management Agency (“FEMA”) reduced the amount of total eligible costs which resulted in an overpayment to MHA in the sum of \$26,825.58. MHA intends to submit an appeal of FEMA’s adversarial decision.

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

**VOTED:** To authorize and approve the Executive Director to reimburse MEMA in the sum of up to \$26,825.58 for the January 2015 Snow Storm Disaster should FEMA fail to approve MHA’s appeal of FEMA’s redetermination of public assistance.

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



Nays: None

**O. 557 PLEASANT STREET – HEATING CONVERSION**

The Executive Director explained that the maintenance staff at 557 Pleasant Street had worked hard assisting Action Energy General Contractor, G&G Mechanical, Inc., in completing the installation of a \$1.5 million new heating system conversion for the building. The Executive Director represented he had yet to receive a complaint on the project which involved all areas of 557 Pleasant, inclusive of 170 of the 172 residential units (2 residents declined the new system). The Executive Director recommended that the following maintenance staff receive performance awards for their involvement in this project, as follows:

|                            |         |
|----------------------------|---------|
| Steve Graffam, Team Leader | \$2,500 |
| Edward Silva, Team Member  | 1,250   |
| Patrick Care, Team Member  | 1,250   |
| Kevin Sarringer            | 500     |
| Eric Svenson               | 500     |
| Eric Walsh                 | 500     |
| Joseph Hegarty             | 500     |

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 performance awards to the maintenance staff listed above for the 557 Pleasant Street heating system conversion project for their exemplary work and successful completion of same.

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

Nays: None

**P. HUMAN RESOURCES – STAFF RAISE**

The Board examined a memo dated January 30, 2018 from Linda Silva, Human Resources Director requesting an increase in pay for Karen Keenan up to \$22.75 per hour. It was explained that Ms. Keenan is currently the lowest paid employee (not including resident cleaners) and has been a great asset to the Human Resource Department.

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

VOTED: To approve an increase in pay for Karen Keenan to \$22.75 per hour retro-active to October 1, 2018.

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

Nays: None

**Q. PROCUREMENT AND MODERNIZATION STAFF - CAR ALLOWANCE**

The Executive Director explained that Mod Manager, Robert Sullivan, has been using his personal motor vehicle for MHA work (capital project site inspection/clerk of the works, etc.). The Executive Director proposed that Mr. Sullivan receive a monthly car allowance of \$200 for the use of his personal car.

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 a monthly car allowance of \$200 to MHA Mod Manager, Robert Sullivan, for the use of his personal motor vehicle for MHA work.

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

Nays: None

**4. POLICIES**

**A. PERSONAL EMERGENCY PREPAREDNESS PLAN**

A Personal Emergency Preparedness Plan is required by DHCD and the Executive Director presented MHA's Emergency Preparedness Plan for consideration by the Board. The Executive Director also informed the Board that a local supportive service agency, the Disability Policy Consortium, had requested MHA involvement in a personal emergency preparedness plan for MHA elder/disabled residents and requested the Board approval to participate in such a program and allow the Company to include MHA in its proposed CDBG grant application to the Malden Redevelopment Authority to fund this program.

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 MHA's adoption of the Personal Emergency Preparedness Plan and partner with Disability Policy Consortium for application to the Malden Redevelopment Authority for the Community Development Block Grant funding, and thereafter revise MHA's adopted policy to include the DPC's program, if funded.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. MALDEN YOUTH BASEBALL, INC.**

A solicitation from Malden Youth Baseball, Inc. was perused 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 a \$100 donation from the COCC to the Malden Youth Baseball, Inc.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. NORTH SHORE HISPANIC ASSOCIATION – (“NSHA”)**

The Board perused a flyer from NSHA for its Outstanding Hispanic Americans Annual Gala Fundraiser honoring Yolanda Waldman of MHA's Section 8 Department.

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

VOTED: To approve and authorize the purchase of up to ten (10) tickets for Commissioners and staff to attend the event to be paid by the COCC.

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

Nays: None

**B. NEW ENGLAND REGIONAL COUNCIL – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“NERC/NAHRO”) – INVOICE**

An invoice dated February 11, 2019 for the NERC/NAHRO 2019 Agency Membership Dues in the sum of \$250 was examined 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 payment to NERC/NAHRO for 2019 membership dues to be paid COCC funds.

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

Nays: None

**C. COMMUNITY PRESERVATION COMMITTEE**

The Executive Director recommended that Frank M. Molis be reappointed to the City's Community Preservation Committee as MHA's representative.

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 reappointment of Commissioner Frank Molis to the City of Malden's Community Preservation Committee as the MHA representative.

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

Nays: None

**D. MASS/NAHRO 2019 ANNUAL CONFERENCE**

The Board reviewed correspondence for the upcoming MassNAHRO 2019 Annual Conference at Sea Crest Hotel May 19-22, 2019.

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 travel and attendance by MHA staff and Commissioners to the Mass/NAHRO Annual Conference at MHA cost, and for MHA to purchase a \$125 program book half-page ad supporting the event to be paid by the COCC.

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

Nays: None

**E. MASS/NAHRO 2019 LEGISLATIVE DAY**

A flyer for the Mass/NAHRO 37<sup>th</sup> Annual Legislative Information Day for 2019 to be held at the State House in Boston was 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 MHA staff and Commissioners to attend Mass/NAHRO's 37<sup>th</sup> Annual Legislative Day in Boston and approve transportation to the event at MHA cost.

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

Nays: None

**F. NAHRO – 2019 CONFERENCE**

Information on the NAHRO 2019 Conference at Crystal Gateway Marriott Hotel in Arlington, Virginia from April 4-7 was perused 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 MHA staff and Commissioners travel and attendance to the NAHRO 2019 Washington Conference at MHA cost.

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

Nays: None

**ADDITIONAL CORRESPONDENCE**

- MHA's Section 8 Management Assessment Program ("SEMAP") FY 2018 Score report with MHA designated as a High Performer
- Brian Powers Family's – Thank you
- Malden Chamber of Commerce Newsletter – January 2019

**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 and George N. Bayers

Nays: None

Adjourned at 6:05 PM

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George N. Bayers, Secretary