

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 23, 2021 at 5:00 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. APPROVAL OF MINUTES OF FEBRUARY 9, 2021

The minutes of the meeting of February 9, 2021 were scrutinized 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 the minutes of the February 9, 2021 meeting as submitted.

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

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. NEWLAND STREET DEVELOPMENT ROOFING BIDS

A memo dated February 17, 2021 from Edward Fahey, Director of Modernization and Procurement summarizing the below bids for the Newland Street Roof Replacement project together with a memo dated February 12, 2021 reviewing the bids from Kim Associates were received by the Board.

<u>Company</u>		<u>Alternate No. 1</u>	<u>Alternate No. 2</u>	<u>Alternate No. 3</u>
W.P.I. Construction, Inc.	\$1,289,000	-\$120,000	-\$100,000	-\$100,000
Corolla Roofing Co., Inc.	1,344,400	- 62,000	-55,000	-50,000
MDM Engineering, Inc.	1,851,000	- 96,000	-126,000	-142,000
Larochelle Construction, Inc.	1,864,324	- 288,067	-56,796	-59,378
Vareika Construction, Inc.	1,887,700	- 145,000	-65,000	-63,000

Capeway Roofing Systems, Inc.	2,492,870	- 171,740	-114,900	-114,900
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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 award W.P.I. Construction, Inc. ("WPI") as the most responsive and responsible respondent to MHA's AMP 1 Roof Replacement project solicitation with MHA accepting deductive alternates No. 2 and No. 3 but rejecting alternate No. 1, leaving that scope to be completed in the work of the project, and authorize for the Executive Director to contract with WPI for the bid amount of \$1,089,000

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

Nays: None

B. THE ADVOCATE NEWSPAPERS, INC. ("ADVOCATE") – INVOICE

An invoice dated February 12, 2021 from the Advocate in the sum of \$672 for a legal publication for the bid on MHA's Springdale 667-2 Roof replacement project was considered 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 to the Advocate in the sum of \$672 for publishing the bid on MHA's Springdale 667-2 Roof Replacement project and to submit the invoice to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

C. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board analyzed an invoice dated February 8, 2021 from SG Risk in the sum of \$237.50 for insurance coverage consulting services.

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 SG Risk for insurance consulting services in the sum of \$237.50 with costs allocated against the AMP's as detailed on the invoice.

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

Nays: None

D. MARCUM, LLP – INVOICE

An invoice dated January 31, 2021 from Marcum, LLP in the sum of \$4,762.50 for the completion of twenty-five (25%) percent of the work involved in MHA's required FY2020 Audit and Agreed-Upon Procedures ("AUP") processes was analyzed 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 and authorize payment to Marcum LLP in the sum of \$4,762.50 for completion of one-quarter the audit of MHA's financial statements for FY 2020.

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

Nays: None

E. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board examined two (2) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, Suffolk Manor and 89 Pearl Street were perused by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/08/21	24066	\$1,318.25
02/09/21	24082	<u>527.30</u>
	TOTAL	<u>\$1,845.55</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 \$1,845.55 allocated as appropriate to the AMP's served.

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

Nays: None

4. **POLICIES AND CONTRACTS**

A. **MHA EXTERIOR BUILDING POLICY**

The Board examined MHA's draft Exterior Building Policy relating to tenants' individual exterior camera systems at MHA's units and discussed the inclusion of the protection of tenants' privacy.

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 adopt the revised Exterior Building Policy to include the protection of tenants' privacy.

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

Nays: None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

None

7. **OPEN DISCUSSION**

A. **MAYOR'S STATE OF THE CITY**

The Board discussed the Mayor's Virtual State of the City Address and commented that it was both informative and creative.

No further action was necessary.

B. **DECLARATION OF TRUST – RESOLUTION NOS. 2021-01 and 2021-02**

The Board reviewed the need for HUD Modernization Declarations of Trust for MHA's 2020 and 2021 Capital Fund grants. The Executive Director requested that the Board Chairperson and Secretary be authorized to sign each of same and record with the Middlesex South Registry of Deeds to allow MHA to be current with its capital fund recording requirements.

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

RESOLVED AND VOTED: Resolution No. 2021-01 and 2021-02 To approve the execution and recording of the two (2) Declarations of Trust for 2020 and 2021 by the Board Chairperson, Secretary and MHA's Attorney.

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 Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn.

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

Nays: None

Adjourned at 5:18 PM

Mark A. Lawhorne, Secretary
SEAL

THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 3/9/2021, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED