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MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 18, 2019 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank A. 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., Edward Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF MAY 28, 2019 AND JUNE 11, 2019

The minutes of the meetings of May 28, 2019 and June 11, 2019 were presented to the Board for review, 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 May 28, 2019 and June 11, 2019 as submitted.

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

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. MHA FY 2020 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PUBLIC HOUSING AUTHORITY ("PHA") PLAN – RESOLUTION NO. 2019-03

The Executive Director presented the final version of MHA's Annual PHA Plan and Five-Year Plan, inclusive of a number of Admissions and Continued Occupancy ("ACOP") and Section 8 Administrative Plan revisions, and U.S. Department of Housing and Urban Development ("HUD") form 50077-ST-HCV-HP to the Board together with a signed certification from Mayor Christenson for review. After discussion, The Executive Director requested that the Board approve a Resolution, as required by HUD, authorizing the Board Chairperson and the Executive Director to sign and submit the Plan together with all required documentation and certifications.

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

RESOLVED AND VOTED: **Resolution No. 2019-03** to approve MHA's Annual and Five-Year Plan inclusive of HUD form 50077-ST—HCV-HP and all ACOP, Section 8 Administrative Plan and Public Housing Lease revisions and Five-Year Capital Action Plan Statement and authorize the Board Chairperson and Executive Director to sign all required documents and further authorize the Executive Director to submit the Plan together with all requisite Attachments and signed Certifications electronically to HUD.

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

Nays: None

B. ALMAR, LLC – CHANGE ORDER

The Board considered Change Order No. 1 from Almar, LLC dated June 4, 2019 increasing the contract by \$16,639.72 for replacement of deteriorated wood decking, removing existing siding and replacing with AZEK composite on the rake profiles and an extension of 150 days due to inclement weather conditions for roof work at Forestdale subject to DHCD approval.

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

VOTED: To approve Change Order No. 1 from Almar, LLC in the sum of \$16,639.72 and submit to DHCD for approval.

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

Nays: None

C. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 11

An invoice from Homer Contracting, Inc., Requisition No. 11 dated June 13, 2019 in the sum of \$380,000 for completed work on the 630 Salem Street building envelope project 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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$380,000 for completed work on the 630 Salem Street building envelope project.

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

Nays: None

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

The Board studied three (3) invoices dated June 1, 2019 for the period April 1, 2019 through June 30, 2019 from GIC for the third quarter of Fiscal Year 2019 health insurance premiums as follows:

Retirees	\$ 51,508.95
Employees	202,213.82
Survivors	<u>2,975.13</u>
	<u>\$256,697.90</u>

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 GIC for health insurance premiums in the total sum of \$256,697.90 for the period April 1, 2019 to June 30, 2019

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

Nays: None

E. MALDEN POLICE DEPARTMENT – INVOICE

A delinquent invoice dated April 9, 2019 (19931) in the sum of \$1,110.59 from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street was perused 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 the Malden Police Department in the sum of \$1,110.59

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

Nays: None

F. TRIANGLE, INC. - INVOICE

The Board examined an invoice dated June 1, 2019 from Triangle, Inc. in the sum of \$5,016 for cleaning and maintenance services for the month of May 2019 at Pearl, Salem Street and Mountain Avenue.

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 Triangle, Inc. in the sum of \$5,016 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. NELCO WORLDWIDE ("NELCO") – CHANGE ORDER NO. 7

Change Order No. 7 from Nelco for a variety of different changes (16) in the sum of \$234,772.15 relating to the Clement Street High Leverage Asset Preservation Program ("HILAPP") project 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 approve and authorize Nelco Change Order No. 7 and authorize the Executive Director to execute the same and submit to DHCD for approval.

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

Nays: None

H. FY 2018 DRAFT AUDIT FINANCIAL STATEMENTS

Draft Financial Statements MHA's Certified Public Accountants for the period ending September 30, 2018 were reviewed 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 accept and approve Marcum's Audit of MHA's Financial Statements and authorize the Executive Director to submit the same to the Federal Audit Clearinghouse, as required.

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

Nays: None

4. POLICIES

A. PUBLIC HOUSING NOTICE 2019-16

The Board discussed and confirmed that all authorized employees have read and signed the Acknowledgment Regarding Confidentiality of the Department of Revenue's Information and Department of Revenue Disclosure and Security Training for Safeguarding Information.

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 and Chairperson to sign DHCD's acknowledgment form certifying that all MHA commissioners and staff had read and understand DHCD's Wage Match program documentation and information and all program users will review, understand and sign all such documentation required by the state public housing or voucher program.

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

Nays: None

5. CHARITABLE REQUESTS

A. TRIANGLE, INC.

A solicitation from Triangle, Inc. was considered 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 amount of \$100 from Central Office Cost Center ("COCC") to Triangle, Inc.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. RE-APPOINTMENT FOR FRANK M. MOLIS – STATE APPOINTEE

The Executive Director together with the Board of Commissioner's reviewed a letter dated June 18, 2019 addressed to Governor Charles Baker respectfully requesting the Governor's consideration of re-appointing Frank M. Molis to a new five year term as MHA's State Appointee pursuant to MGL c. 121B, Section 5.

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 transmit the letter to the Governor in support of Frank M. Molis re-appointment for an additional five year term as MHA's State Appointee.

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

Nays: None

B. MRI ASCEND – SOFTWARE CONFERENCE

The Board studied a flyer from MRI Ascend for a four day conference to be held in Anaheim, California beginning October 13, 2019.

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 appropriate staff and Commissioners registration, travel and attendance to the MRI Ascend conference in Anaheim, CA at MHA expense.

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

Nays: None

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:25 PM

George N. Bayers, Secretary