

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 16, 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 and George N. Bayers

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

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

1. APPROVAL OF MINUTES OF JUNE 18, 2019

The minutes of the meeting of June 18, 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 June 18, 2019 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks available at this time.

No further action was necessary.

3. FINANCIAL MATTERS

A. CONDOLENCE RECOGNITION – FORMER MALDEN MAYOR JAMES CONWAY

The Executive Director polled the Board via email on July 8, 2019 requesting authorization for a donation in the sum of \$100 to the Cheverus School in memory of the former Mayor of Malden, James Conway. MHA's policy limits the donation that MHA can make in honor of an employee's father-in-law to \$50, but the Executive Director suggested James Conway's service to the City of Malden as Mayor, State Representative and City Councillor allowed him to do a great deal for MHA and MHA's resident families over his many years of public service.

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

VOTED: To confirm the email poll approval vote for a donation in the sum of \$100 from the COCC to the Cheverus School in honor of former Malden Mayor James Conway.

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

Nays: None

B. E5 BUILDERS, LLC – 13 ROCKLAND AVENUE

The Board was polled via email on July 8, 2019 requesting payment to E5 Builders, LLC for completed work on the door replacement at 13 Rockland Avenue in the sum of \$16,450. The MHA's DHCD RCAT Project Manager has approved payment of the invoice.

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 E5 Builders, LLC in the sum of \$16,450 for completed work on the door replacement project at 13 Rockland Avenue and authorize the Executive Director to submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

C. FINANCIAL STATEMENT

The Executive Director discussed the MHA's Combined Balance Sheet and Monthly Budget Comparison as of May 31, 2019 with the Board.

For information purposes only

D. FY 2018 AUDIT SUBMITTAL

The Board reviewed the FY 2018 Audit from Marcum Group submitted to Federal Clearinghouse.

For information purposes only

E. BLACKSTONE BLOCK – INVOICE

An invoice from Blackstone Block Architects dated July 1, 2019 in the sum of \$19,241.19 for architectural services for window and door replacement at Springdale 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 payment to Blackstone Block Architects in the sum of \$19,241.18 for architectural services and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

F. SPRINGDALE DOOR AND WINDOW PROPERTY SPECIFICATIONS

Pursuant to DHCD procurement requirements, the Executive Director presented specific proprietary manufactures to be listed in the Project Manual for use on the Springdale door and window replacement according to Blackstone Block Architects as follows:

1. Vinyl windows by Harvey Building Projects;
2. Solid vinyl storm doors by Harvey Building Projects; and
3. Lockset by Schlage Lock.

After due investigation, MHA has determined and designed by vote that it is in the best interest of the public and MHA to make the below items proprietary. The determination was based on design, function, quality, and the availability of parts matching these materials installed previously at other 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 approve and the specific proprietary manufactures regarding the Springdale door and window replacement project as follows:

1. Vinyl windows by Harvey Building Projects;
2. Solid vinyl storm doors by Harvey Building Projects; and
3. Lockset by Schlage Lock.

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

Nays: None

G. AQUA LINE UTILITY INC. ("AQUA LINE") – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board reviewed an invoice dated June 18, 2019 from Aqua Line in the sum of \$8,651.55 for the demolition and installation of new waste pipes at Forestdale.

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 Aqua Line in the sum of \$8,651.55 for demolition and installation of new waste pipes at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

H. AQUA LINE – APPLICATION AND CERTIFICATE FOR PAYMENT

An invoice dated June 24, 2019 from Aqua Line in the sum of \$5,847.84 for the demolition and installation of new waste pipes at Forestdale was considered by the Board. The invoice is to be reduced to \$5,067.84 for damages caused by Aqua Line.

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 Aqua Line in the sum of \$5,067.84 for demolition and installation of new waste pipes at Forestdale and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

I. NELCO WORLDWIDE (“NELCO”) – APPLICATION AND CERTIFICATE FOR PAYMENT

The Board analyzed an Application and Certificate for Payment dated June 11, 2019 from NELCO in the sum of \$67,973.51 for the Clement Street High Leverage Asset Preservation Program (“HILAPP”) rehabilitation project.

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 NELCO in the sum of \$67,973.51 for the Clement Street HILAPP project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

J. NELCO – APPLICATION AND CERTIFICATE FOR PAYMENT

An Application and Certificate for Payment dated June 25, 2019 from NELCO in the sum of \$145,019.04 for the Clement Street HILAPP project was studied by the Board. It was noted that no architect or engineer had certified the application.

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 NELCO in the sum of \$145,019.04 for the Clement Street HILAPP project subject to architect or engineer's certification and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

K. SHEKAR & ASSOCIATES, INC. – INVOICE

The Board perused an invoice from Shekar & Associates, Inc. dated June 20, 2019 and in the sum of \$1,000 for pneumatic thermostat/zone valve replacement with electric-asbestos abatement of pipe fittings at Forestdale.

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 Shekar & Associates, Inc. in the sum of \$1,000 and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

L. AVATAR CONSTRUCTION, INC. ("AVATAR") – REQUISITION NO. 2

Requisition No. 2 dated July 1, 2019 from Avatar in the sum of \$99,570.18 for roof replacement work at Linden 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 Avatar in the sum of \$99,570.18 for roof replacement work at Linden to be paid from MHA's Capital Fund.

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

Nays: None

M. HOMER CONTRACTING, INC. – REQUISITION REQUEST NO. 12

The Board scrutinized an invoice from Homer Contracting, Inc., Requisition No. 12 dated July 9, 2019 in the sum of \$274,723.85 for work on the 630 Salem Street building envelope project.

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 Homer Contracting, Inc. from MHA's Capital Fund in the sum of \$274,712.85 for work on the 630 Salem Street building envelope project.

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

Nays: None

N. CBI CONSULTING, INC. – INVOICE

An invoice from CBI Consulting dated June 25, 2019 for construction contract administration in the sum of \$4,230 for exterior building envelope repairs at 630 Salem Street was reviewed 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 \$4,230 for construction administration for building envelope repairs of 630 Salem Street to be paid from Capital Funds.

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

Nays: None

O. CBI – INVOICE

The Board analyzed an invoice dated June 25, 2019 in the sum of \$6,666 for additional clerk of the works services (8 months) for the Clement Street rehabilitation project.

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 \$6,666 for additional clerk services for the Clement Street rehabilitation project and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

P. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

An invoice dated July 1, 2019 from Siemens in the sum of \$43,436 for testing under the Energy Performance Contract ("EPC") from July 1, 2019 thru June 30, 2020 for submittal to the U.S. Department of Housing and Urban Development ("HUD") 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 approve and authorize payment to Siemens in the sum of \$43,436 for annual HUD measurement and verification reporting services on the MHA's EPC from July 1, 2019 thru June 30, 2020, with payment to be allocated against the EPC and/or the Central Office Cost Center ("COCC") funds, as determined by the Finance Director and MHA's Fee Accountant.

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

Nays: None

Q. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICES (4)

The Board perused two (2) delinquent invoices from MVES, both dated December 19, 2018 the first in the sum of \$93.54 for services to Forestdale residents and the second in the sum of \$13,812.49 for resident service coordinators at various federal developments.

The Board also examined two (2) current invoices from MVES and both dated June 18, 2019, the first in the sum of \$49.89 for Forestdale services and the second in the sum of \$12,189.11 for resident service coordinators at various federal developments.

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 MVES in the sums of \$13,812.49 and \$12,189.11 from the Federal Amps served and in the sums of \$93.54 and \$49.89 from COCC funds.

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

Nays: None

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

An invoice dated July 1, 2019 from SG Risk in the sum of \$1,742.50 for risk management and insurance consulting services was scrutinized 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 \$1,742.50 from the COCC for consulting services.

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

Nays: None

S. DIANE COHEN ("COHEN") – INVOICE

The Board reviewed an invoice dated July 1, 2019 in the sum of \$950 from Diane Cohen for consulting services on the Family Self-Sufficiency program ("FSS") and the Admissions and Continued Occupancy Plan ("ACOP").

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 Diane Cohen in the sum of \$950 for consulting services to be paid by COCC funds.

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

Nays: None

T. YMCA – INVOICE

An invoice from the YMCA for MHA's Federal Public Housing Membership program dated July 5, 2019 in the amount of \$4,166.67 for June 2019 membership was considered by the Board.

After due discussion and upon motion duly made by George N. Bayers, 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 memberships.

Ayes: George N. Bayers

Nays: None

Abstain: Frank M. Molis and Mark A. Lawhorne

U. JAMES M. HENNESSEY– INVOICES (2)

The Board analyzed two (2) invoices from James M. Hennessey both dated July 10, 2019 for Section 8 applicant hearings in the sum of \$1,625 and pre-Real Estate Assessment Center ("REAC") work with MHA employees and quality control inspections in the sum of \$3,825.

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

VOTED: To approve two invoices from James M. Hennessey in the sums of \$1,625 and \$3,825 for Section 8 Applicant hearings, pre- REAC inspection work and section 8 quality control inspections to be paid by the COCC, the AMP's served and section 8 funds, respectively.

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

Nays: None

V. CATALDO AMBULANCE AND MELROSE-WAKEFIELD HOSPITAL - INVOICES

An invoice dated June 28, 2019 from Cataldo Ambulance in the sum of \$132.50 and an invoice dated July 6, 2019 from Melrose Wakefield Hospital in the sum of \$110 for an injury to a MHA tenant, allegedly accidentally caused by an MHA employee, 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 approve and authorize payment to Cataldo Ambulance in the sum of \$132.50 and Melrose-Wakefield Hospital in the sum of \$110, both to be paid by the COCC.

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

Nays: None

W. SP PLUS CORPORATION – INVOICE

The Executive Director requested the Board's consideration of allowing MHA to extend the Maplewood Parking Lot Rental Agreement with SP Plus Corporation for parking of seven (7) MHA staff impacted by the current 630 Salem building envelope construction project for the months of August through October, 2019, in the amount of \$945.

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 SP Plus Corporation for parking of MHA staff at its Maplewood Street lot for 3 months in the sum of \$945

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

Nays: None

X. MALDEN POLICE DEPARTMENT – INVOICES (8)

Eight (8) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue and 89 Pearl Street were examined by the Board, as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/11/19	20298	\$ 987.18
06/25/19	20320	2,714.77
06/26/19	20345	1,665.89
06/28/19	20363	246.80
07/01/19	20379	493.60
07/08/19	20415	740.40
07/09/19	20427	246.80

07/09/19	20434	<u>370.22</u>
	TOTAL	<u>\$7,465.66</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 \$7,465.66 as listed above from the specific AMP's served.

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

Nays: None

Y. AMERICAN SERVICE COMPANY – INVOICE

The Board scrutinized an invoice from American Service Company dated May 23, 2019 for the repair of construction damage caused by Aqua Line to the fire alarm pipe in the sum of \$780. It was noted that the invoice amount of \$780 has been deducted from Aqua Line's latest invoice.

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 American Service Company in the sum of \$780, with MHA to be reimbursed by the reduction of the same amount from Aqua Line's total project payment.

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

Nays: None

Z. REGIONAL CAPITAL ASSISTANCE TEAM PROGRAM ("RCAT") – AGREEMENT

The Executive Director presented an agreement to extend the existing contract by and between the Chelmsford Housing Authority and Malden Housing Authority for the Northeast RCAT Team to assist MHA with capital project management and technical assistance for the term July 1, 2019 through June 30, 2022.

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 Director to enter into the RCAT Agreement with Chelmsford Housing Authority through June 30, 2022.

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

Nays: None

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **TRIANGLE, INC. – 27TH ANNUAL GOLF CLASSIC**

A solicitation from Triangle, Inc. for its 27th Annual Golf Classic to be held on October 7, 2019 was 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 approve and authorize a donation in the amount of \$100 from the COCC to Triangle, Inc. for its 27th Annual Golf Classic.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **CORRESPONDENCE**

- Howard L. Gordon – Letter of Retirement
- Walk to End Type 1 Diabetes – Thank you

B. **PESTWORLD 2019**

The Board considered a flyer from Pestworld 2019 for its annual conference to be held October 15-18, 2019 in San Diego, California.

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 registration, travel and attendance of appropriate MHA staff to attend the Pestworld 2019 annual conference at MHA cost.

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

Nays: None

C. **FAMILY SELF-SUFFICIENCY PROGRAM (“FSS”) – CONFERENCE**

An announcement of the Compass Working Capital FSS conference was analyzed by the Board to be held in Boston from October 23-24, 2019. It was noted that it is not a HUD sponsored conference.

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 registration, travel and attendance of appropriate MHA staff to attend the Compass Working Capital FSS conference in Boston in October.

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

Nays: None

7. OPEN DISCUSSION

A. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed and analyzed 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 and George N. Bayers

Nays: None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 6:00 PM

George N. Bayers, Secretary