

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 23, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

1. APPROVAL OF MINUTES OF DECEMBER 19, 2017 AND JANUARY 9, 2018

The minutes of the meetings of December 19, 2017 and January 9, 2018 were presented to the Board and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

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VOTED: To authorize and approve the minutes of December 19, 2017 and January 9, 2018 as submitted.

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

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 Frank M. Molis, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS**A. MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION ("MCAD")**

The Board reviewed the summary of details (Desroches v. MHA) of the MCAD litigation, agreement regarding a former disabled tenant and the proposed settlement agreement.

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

VOTED: To approve and authorize the Executive Director and/or Attorney Thomas P. Callaghan, Jr. to execute the MCAD settlement agreement in Desroches, et al v. MHA, et al, perform any other act necessary to complete the Agreement, and pay any related cost with COCC funds.

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

Nays: None

B. MINI MOVES AND MORE, INC. – INVOICE

An invoice dated December 18, 2017 from Mini Moves and More, Inc. in the sum of \$910 for relocating an Eliot Community Services' tenant from 14 Clement Street to Rockland Avenue was considered by the Board. The tenant was relocated due to the upcoming rehabilitation of 14 Clement Street which was previously approved by the Board.

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

VOTED: To approve and authorize payment to Mini Moves and More, Inc. in the sum of \$910 for the relocation of Clement Street clients to 13 Rockland Ave. be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

C. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (2)

The Board analyzed two (2) invoices from MVES, both dated January 18, 2018 for the month of December 2017 in the sum of \$11,837.05 for resident service coordinators at the various developments and in the sum of \$68.60 for coverage of a Forestdale event.

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 MVES in the sums of \$11,837.05 from the federal AMPs served and \$68.60 from COCC funds for the 400-1 program.

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

Nays: None

D. MALDEN YMCA – INVOICE

Two (2) invoices from the YMCA both dated December 31, 2017 in the sums of \$2,465.52 for Linden and \$2,621.36 for the Newland Street After School Program were studied by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,465.52 and \$2,621.36 for the Linden and Newland Street After School Programs.

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

Abstain: Frank M. Molis

Nays: None

E. MALDEN POLICE DEPARTMENT – INVOICES (7)

The Board perused seven (7) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
01/10/18	17441	\$246.80
01/11/18	17449	493.60
01/17/18	17467	987.20
01/17/18	17484	246.80
01/18/18	17489	246.80
01/19/18	17507	246.80
01/22/18	17532	<u>493.60</u>
	TOTAL	<u>\$2,961.60</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$2,961.60 for detail patrol coverage.

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

Nays: None

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

Three (3) invoices dated January 18, 2018 for the period October 1, 2017 through December 31, 2017 from GIC for the second quarter of Fiscal Year 2018 health insurance premiums were examined by the Board as follows:

Retirees	\$ 57,434.20
Employees	190,407.56
Survivors	<u>2,985.84</u>
	<u>\$250,827.60</u>

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of \$250,827.60 for the period October 1, 2017 to December 31, 2017.

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

Nays: None

G. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) – FAMILY SELF-SUFFICIENCY (“FSS”) PROGRAM GRANT AWARD

The Executive Director informed the Board of a FSS grant award from HUD in the total sum of \$126,939 and commended the program as one of HUD’s most beneficial.

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

VOTED: To approve and authorize MHA’s acceptance of HUD’s FSS grant award in the sum of \$126,939 and confirm the Executive Director’s or Assistant Executive Director’s electronic execution and submission of the required documents.

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

Nays: None

H. CREDIT CARD PROCUREMENT AUTHORITY FOR MHA EMPLOYEES & COMMISSIONERS

The Board reviewed a letter from the Executive Director dated August 22, 2017 outlining the responsibilities and credit limits for each holder of MHA’s credit card.

No further action was necessary at this time.

I. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN

The Executive Director reminded the Board of 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 per year for five (5) years.

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 and authorize the MHA's third of five consecutive calendar year annual contributions of \$20,000 to the City of Malden's Senior Transportation program from the COCC to provide MHA's elder residents with such service.

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

Nays: None

J. HOWARD L. GORDON – ANNUAL INCREASE

The Executive Director reviewed MHA's contract with Howard L. Gordon, CPA which includes an annual increase of 2.5% or \$160.16 from his current base of \$6,406.25 per month for providing fee accounting services.

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

VOTED: To approve and authorize the 2.5% increase for professional services of Howard L. Gordon, CPA, increasing Mr. Gordon's monthly payment to a total of \$6,566.41 in accordance with his contract with MHA.

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

Nays: None

4. POLICIES

A. ANNUAL REPORT

The Executive Director transmitted MHA's 2018 Annual Report to the Board which will be submitted to DHCD and the City.

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

VOTED: To approve MHA's 2018 Annual Report, authorize Commissioners' execution of same, and also authorize the

Executive Director to submit same to DHCD and the City of Malden, as required.

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

Nays: None

5. CHARITABLE REQUESTS

A. DANA-FARBER – SOLICITATION

The Board scrutinized a solicitation from the Jimmy Fund/Dana-Farber Cancer Institute for the 2018 Annual Appeal Malden Drive.

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

VOTED: To approve and authorize the contribution of \$100 from the COCC to the Jimmy Fund/Dana-Farber Cancer Institute.

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

Nays: None

B. SPECIAL OLYMPICS

A solicitation from the Special Olympics was considered by the Board.

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

VOTED: To approve and authorize a contribution of \$100 From the COCC to the Special Olympics.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- Bread of Life – Thank you
- U.S. Department of Housing and Urban Development (“HUD”) – Father’s Day Initiative
- National Association of Housing and Redevelopment Officials (“NAHRO”) – Washington Conference, Arlington, VA

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:40 PM

Mark A. Lawhorne, Secretary