

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 13, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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COMMISSIONERS PRESENT: Joan M. Chiasson, Chairperson, Frank M. Molis, Mark A. Lawhorne, George N. Bayers and Francis C. Boudrow
CITY CLERK'S OFFICE
MALDEN, MASS.

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

1. APPROVAL OF MINUTES OF JANUARY 23, 2018

The minutes of the meeting of January 23, 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

VOTED: To authorize and approve the minutes of January 23, 2018 as submitted.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne, 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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. THYSSENKRUPP ELEVATOR CORP. ("THYSSENKRUPP") – CHANGE ORDERS (2)

Change Orders No. 3 and No. 4 both dated March 13, 2018 from Thyssenkrupp for elevator rehabilitation and elevator pads at 630 Salem Street and 120 Mountain Avenue increasing the amount of the contract by \$1,250 each was scrutinized by the Board.

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 Change Order No. 3 from Thyssenkrupp for 630 Salem Street increasing the contract amount by \$1,250 for elevator pads.

To approve and authorize Change Order No. 4 from Thyssenkrupp for 120 Mountain Avenue increasing the contract amount by \$1,250 for elevator pads.

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

Nays: None

B. THYSSENKRUPP – INVOICE

The Board analyzed an invoice dated January 19, 2018 from Thyssenkrupp for elevator renovations at 630 Salem Street in the sum of \$36,005.40.

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 Thyssenkrupp from Capital Funds for elevator renovations at 630 Salem Street in the sum of \$36,005.40

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

Nays: None

C. HOMER CONTRACTING (“HOMER”) – CHANGE ORDER

Change Order No. 3 from Homer dated February 5, 2018 for an additional \$15,269.52 for precast platforms, aluminum kicks, precast walls, four step stairs, sidewalk, precast modular and brick, bulkhead removal and building permit fees was studied by the Board. There was a credit for the base bid concrete steps that were not installed.

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

VOTED: To approve and authorize Change Order No. 2 to the Homer contract in the sum of \$15,269.52 as detailed above.

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

Nays: None

D. CBI CONSULTING, LLC ("CBI") – INVOICES (2)

The Board perused an invoice from CBI dated January 31, 2018 for the contract and concepts approvals for the Forestdale development in the sum of \$35,750 and an additional invoice from CBI dated January 26, 2018 in the sum of \$2,130 for design services for balcony repairs at 630 Salem Street.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment to CBI in the amount of \$35,750 for Forestdale with submission of same to DHCD for processing, and in the sum of \$2,130 from the capital fund for 630 Salem Street.

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

Nays: None

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

An invoice dated February 5, 2018 from SG Risk in the sum of \$552.50 for risk management and insurance consulting services was scrutinized by the Board.

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 payment to SG Risk in the sum of \$552.50 from the Central Office Cost Center ("COCC") funds for risk management and insurance consulting services.

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

Nays: None

F. DIANE COHEN ("COHEN") – INVOICE

The Board reviewed an invoice dated February 2, 2018 from Cohen for consulting services with the tenant selection department, ACOP and Admin Plan in the sum of \$1,900.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,900 for consulting services to be paid from COCC funds.

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

Nays: None

G. MALDEN YMCA ("YMCA") INVOICES (2)

Two (2) invoices from the YMCA dated January 8, 2018 and February 13, 2018 in the sum of \$4,166.67 each for MHA resident family memberships and program services were considered by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the total sum of \$8,333.34 for December 2017 and January 2018 federal family memberships to be paid from COCC funds.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

H. HAB HOUSING SOFTWARE SOLUTIONS ("HAB") – RENEWAL CONTRACT

The Board analyzed an invoice dated January 1, 2018 from HAB, Inc. for the annual software support and maintenance contract renewal in the amount of \$16,025.

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 payment to HAB, Inc. in the amount of \$16,025 for the annual software support contract.

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

Nays: None

I. RICOH USA, INC. ("RICOH") – RENEWAL NOTICE

An undated renewal itemization spreadsheet from RICOH for the new monthly equipment lease for the print platform in the sum of \$4,270.04 per month was studied by the Board. It was noted the new lease estimates a savings of \$253.70 per month savings.

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 the Executive Director to complete the renewal forms with RICOH for \$4,270.04 per month.

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

Nays: None

J. MALDEN POLICE DEPARTMENT – INVOICES (9)

The Board perused nine (9) 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>
01/24/18	17564	246.80
01/25/18	17579	246.80
01/26/18	17589	246.80
01/29/18	17603	493.60
01/31/18	17630	246.80
02/06/18	17650	740.40
02/08/18	17669	493.60
02/09/18	17683	246.80
02/12/18	17699	<u>493.60</u>
	TOTAL	<u>\$3,455.20</u>

After due discussion and upon motion duly made by Francis C. Boudrow 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 \$3,455.20 for detail patrol coverage.

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

Nays: None

K. MASS NAHRO INSURANCE GROUP – INVOICE

An invoice from MASS NAHRO dated February 2, 2018 in the amount of \$226,890 for Workers Compensation Insurance for the year beginning March 27, 2018 was examined 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 payment to MASSNAHRO Insurance Group for payment in the amount of \$226,890 for Workmen's Compensation Insurance.

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

Nays: None

L. MEMORANDUM OF UNDERSTANDING ("MOU") – TRIANGLE, INC.

The Board scrutinized a MOU between MHA and Triangle, Inc. for services, including cleaning, maintenance and landscaping services for forty-five (45) weeks for CY 2018, with four additional successive 52 week calendar year extensions. Triangle, Inc. shall further provide two groups of staff consisting of six (6) transitional employees and a supervisor for week one at the rate of \$1,440 per week. Triangle, Inc. shall provide two groups of staff consisting of five (5) transitional employees and a supervisor at the rate of \$1,200 per week for weeks 2 through 45, not to exceed \$54,240 for the Calendar Year 2018.

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

VOTED: To approve the MOU with Triangle, Inc. and authorize the Executive Director to contract with Triangle, Inc. for maintenance services not to exceed \$54,240 for the Calendar Year 2018, with four 52 week calendar year extensions.

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

Nays: None

4. POLICIES

A. ENTERPRISE INCOME VERIFICATION/UPFRONT INCOME VERIFICATION ("EIV") SECURITY POLICY MANUAL.

The Executive Director distributed a revised policy regarding the U.S. Department of Housing and Urban Development ("HUD's") Enterprise Income Verification/Upfront Income Verification systems ("EIV/UIV policy"). The policy establishes a system of checks and balances to ensure documents obtained through the use of HUD's EIV/UIV systems are not mishandled.

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 adopt the MHA's 2018 revised policy on HUD's EIV/UIV security policy manual.

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

Nays: None

B. DRESS CODE POLICY

The Executive Director presented changes to MHA's Dress Code.

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 adopt the revised MHA Dress Code policy.

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

Nays: None

5. CHARITABLE REQUESTS

A. MALDEN YOUTH BASEBALL, INC.

A solicitation from Malden Youth Baseball, Inc. was reviewed by the Board.

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 a \$100 donation from the COCC to the Malden Youth Baseball, Inc.

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

Nays: None

B. NORTH SHORE HISPANIC ASSOCIATION

The Board considered a flyer from the North Shore Hispanic Association for its Outstanding Hispanic Americans on Thursday, February 22, 2018 at the Malden Senior Center.

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

VOTED: To approve and authorize a donation in the sum of \$100 from the COCC to the North Shore Hispanic Association

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

Nays: None

C. HALLMARK HEALTH VISITING NURSE ASSOCIATION AND HOSPICE, INC.

A solicitation from Hallmark Health for their annual fundraiser on April 26, 2018 at Giggles was analyzed 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 of \$100 from the COCC to Hallmark Health for their annual fundraiser.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- National Association of Housing and Redevelopment Officials ("NAHRO") – Washington Conference

A. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION – ("PHADA")

The Board received a flyer from PHADA regarding the upcoming 2018 Annual Convention and Exhibition to be held in New Orleans May 6 thru May 9, 2018.

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

VOTED: To approve and authorize attendance by Commissioners and staff at the PHADA Conference in New Orleans with all allowable costs and expenses to be paid by MHA.

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

Nays: None

B. NAHRO – MASSACHUSETTS CHAPTER

A flyer from NAHRO – Massachusetts Chapter for its 2018 Annual Conference and Exhibition to be held in North Falmouth was perused 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 attendance by Commissioners and staff at the NAHRO 2018 Annual Conference in North Falmouth with all allowable costs and expenses to be paid by MHA.

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

Nays: None

7. **OPEN DISCUSSION**

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: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne,
George N. Bayers and Francis C. Boudrow

Nays: None

Adjourned at 5:55 PM

Mark A. Lawhorne, Secretary