

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 27, 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, Mark A. Lawhorne, George N. Bayers and Francis C. Boudrow

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

1. APPROVAL OF MINUTES OF FEBRUARY 13, 2018

The minutes of the meeting of February 13, 2018 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To authorize and approve the minutes of February 13, 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

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. MASSACHUSETTS HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") FISCAL YEAR 2018 OPERATING BUDGET

The Executive Director presented the FY 2018 Operating Budget detail.

No further action was necessary at this time.

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B. STAFF TRAINING – REQUEST FOR PROPOSAL (“RFP”)

The Board scrutinized responses to staff training RFP’s for one year as follows:

<u>Consultant</u>		<u>Fee</u>	
D & V MainSail	\$	85	Hourly
Manette Donovan		150	Hourly
Casterline Associates P.C.		160	Hourly (Michael Petro)
		195	Hourly (Jason Casterline)

The recommendation of Edward Fahey, MHA’s Director of Modernization and Procurement, was that the bids be awarded to all consultant providers listed above to ensure complete coverage in their specialized field. The above bids are for one (1) year with MHA’s option to extend for four (4) additional and consecutive contract years.

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 award contracts for staff training services to the above respondents as the most responsible and responsive and authorize the Executive Director to contract the same for one (1) year with MHA’s option to extend for four (4) additional and consecutive contract years.

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

Nays: None

C. PAYROLL PROCESSING – RFP

Two (2) RFP’s for payroll processing services, one from ADP and another from Harpers Payroll Service, were reviewed by the Board, with Harper’s bid in the sum of \$8,428.56 for year one, with the same amount bid for years 2 – 5 if extended by MHA, in its discretion being recommended as the most responsive and responsible. It was noted that ADP was not responsive to the RFP.

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

VOTED: To award the payroll processing services contract to Harpers Payroll Service as the most responsive and responsible bidder in the sum of \$8,428.56 for year one, with the same amount bid for years 2 – 5 if extended by MHA, in its discretion, and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

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

An invoice dated February 16, 2018 from the Advocate in the sum of \$432 for a legal advertisement for HVAC contractors for the replacement of pneumatic thermostats/zone valves was analyzed 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 the Advocate in the sum of \$432 for advertisement of the bid for HVAC contractors and submit the same to DHCD for processing.

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

Nays: None

E. BALCONY AND EXTERIOR REPAIRS TO 630 SALEM STREET – RFP

The Board studied a memo from Edward Fahey, detailing bid proposals for balcony and exterior repairs to the 630 Salem Street development, as follows:

Homer Contracting, Inc.	\$ 4,970,000
Lambrian Construction	5,428,000
P. J. Spillane Co., Inc.	5,884,000
Paul J. Rogan Company	6,986,610

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

VOTED: To award the bid for the balcony and exterior repairs project to Homer Contracting, Inc. as the most responsive and responsible bidder in the sum of \$4,904,000 and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

F. TRIANGLE WORK CREWS

A memo from Eric Svenson requesting a laundry card for Triangle work crews to use to wash dry mops, rags, etc. used by Triangle to clean MHA developments was perused 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 a laundry card for a maximum expenditure of \$30 per month to clean reusable cleaning supplies for the Triangle work crews.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES – (“MVES”) INVOICES (2)

Two (2) invoices both dated February 14, 2018 from MVES for Resident Service Coordinator services were examined by the Board. The first for resident service coordinators for Federal developments in the amount of \$12,914.68, and the second for a Forestdale event the amount of \$68.60

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 \$12,914.68 for MHA's federal developments served and \$68.60 for MHA's Forestdale 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

H. TRIPLE THREAT TRIVIA MALDEN LIBRARY FUNDRAISER

The Executive Director explained MHA's involvement in the Malden Public Library fundraiser called Triple Threat Trivia.

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 Public Library in the sum of \$360 for Triple Threat Trivia on January 24, 2019 from the COCC.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board scrutinized six (6) 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>
02/14/18	17740	\$246.80
02/16/18	17772	246.80
02/20/18	17787	493.60
02/21/18	17803	246.80
02/22/18	17817	246.80
02/26/18	17834	<u>740.40</u>
	TOTAL	<u>\$2,221.20</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 the Malden Police Department in the total sum of \$2,221.20 for detail patrol coverage.

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

Nays: None

J. MALDEN YMCA – INVOICES (2)

Two (2) invoices from the YMCA both dated January 31, 2018 in the sums of \$1,727.37 for Linden and \$2,301.16 for the Newland Street After School Programs were reviewed by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$1,727.37 and \$2,301.16 for the Linden and Newland Street After School Programs.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

K. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO") – INVOICE

The Board considered an invoice from Mass/NAHRO dated February 26, 2018 in the sum of \$1,950 for the semi-annual fee for membership in the Section 8 Centralized Waiting List.

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 Mass/NAHRO in the sum of \$1,950 for MHA's semi-annual membership fee for the Section 8 Centralized Waiting List to be paid by Section 8.

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

Nays: None

L. RICOH USA, INC. ("RICOH") – INVOICE

An invoice dated February 6, 2018 in the sum of \$1,822 from RICOH for software for the new print platform was analyzed by the Board.

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 payment to RICOH in the sum of \$1,822 as allocated against MHA cost centers for software for the new print platform.

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

Nays: None

M. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO")

The Board studied an advertisement in the Program Book for the MASS/NAHRO 2018 Annual Conference and Exhibition to be held in Falmouth, MA from May 20-23, 2018.

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 the purchase of a full page ad in the MASS/NAHRO 2018 Annual Conference and Exhibition Program Book by the COCC at a cost of \$125.

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

Nays: None

4. **POLICIES**

A. **MEMORANDUM OF UNDERSTANDING (“MOU”) – MALDEN
REDEVELOPMENT AUTHORITY**

The MOU between the Malden Redevelopment Authority and MHA for the performance and management of environmental reviews for Capital Fund projects was reviewed by the Board.

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 execute the MOU between the Malden Redevelopment Authority and MHA for performance and management of HUD Environmental Reviews.

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

Nays: None

5. **CHARITABLE REQUESTS**

A. **MALDEN ROTARY CLUB 15TH ANNUAL ROAD RACE**

A request from the Malden Rotary Club for a donation to the 15th Annual Road Race to be held on March 24, 2018 was discussed by the Board.

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

VOTED: To approve and authorize a donation of \$100 to the 15th Annual Malden Rotary Road Race from the COCC.

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

Abstain: Mark A. Lawhorne

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

- Housing Families' 16th Annual Legislative Breakfast – March 28, 2018
- Regional Capital Assistance Team – Board meeting notes

A. **NEW ENGLAND RESIDENT SERVICE COORDINATORS, INC. ("NERSC")**

The Board considered a flyer from NERSC for its 20th Annual Conference to be held May 2-4, 2018 in Newport, RI.

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 Maryse Clairzier to attend the NERSC conference in Newport, RI, including allowable travel and lodging at MHA expense.

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

Nays: None

7. **OPEN DISCUSSION**

A. **RESIDENT ADVISORY BOARD MEETING – CATERING**

The Board discussed the MHA's Resident Advisory Board meeting scheduled for Tuesday, May 15, 2017 at 8:30 AM. The Executive Director requested that MHA procure a caterer to provide breakfast for resident members, MHA staff and Board Members in attendance.

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

VOTED: To approve up to \$350 from the COCC for breakfast to be provided by a local caterer at the MHA's Resident Advisory Board Meeting on May 15, 2018.

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

Nays: None

ADJOURNMENT

After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, 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 5:45 PM

Mark A. Lawhorne, Secretary