

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 27, 2018 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Frank M. Molis, Acting Chairperson, Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT: Joan M. Chiasson, Chairperson and Frances C. Boudrow

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

1. APPROVAL OF MINUTES OF MARCH 16, 2018

The minutes of the meeting of March 16, 2018 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To authorize and approve the minutes of March 16, 2018 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 check.

No further action was necessary.

3. FINANCIAL MATTERS

A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – RENEWAL OF CONTRACTS

The Board was presented with a Memorandum dated March 15, 2018 from DHCD for the renewal of MHA's current Contract for the Administration of State Rental Assistance Programs with DHCD, including the Massachusetts Rental Voucher Program (MRVP), Alternative Housing Voucher Program (AHVP) and Department of Mental Health (DMH) 689 programs.

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 Chair, Board Members and the Executive Director to sign and submit the renewal of MHA's

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current Contract for the Administration of State Rental Assistance Programs and related documentation with DHCD.

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

Nays: None

B. RIVERDALE PLUMBING & HEATING, INC. ("RIVERDALE") – OWNER-CONTRACT AGREEMENT

The Executive Director presented a contract agreement dated March 19, 2018 between MHA and Riverdale for pneumatic thermostat / zone valve replacement and asbestos abatement of pipe fittings at the State developments in the sum of \$189,000 which was procured by DHCD.

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

VOTED: To award the contract agreement with Riverdale for pneumatic thermostat / zone valve replacement and asbestos abatement of pipe fittings at the State developments in the sum of \$189,000 and submit to DHCD for approval.

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

Nays: None

C. TRIANGLE, INC. – INVOICE

The Board scrutinized an invoice dated March 23, 2018 from Triangle, Inc. in the sum of \$2,040 for cleaning, maintenance and landscaping services from February 20, 2018 thru February 28, 2018.

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 \$2,040 for cleaning, maintenance and landscaping services.

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

Nays: None

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

Two (2) invoices from MVES, both dated March 21, 2018 for the month of February 2018 in the sum of \$11,619.60 for resident service coordinators at the various developments and in the sum of \$143.43 for coverage of a Forestdale event 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 MVES in the sums of \$11,619.60 from the federal AMPs served and \$143.43 from COCC funds for the 400-1 program.

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

Nays: None

E. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board considered four (4) 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>
03/16/18	17959	\$493.60
03/19/18	17989	493.60
03/21/18	18027	246.80
03/23/18	18038	493.60
	TOTAL	<u>\$1,727.60</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 \$1,727.60 for detail patrol coverage.

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

Nays: None

F. MAINTENANCE “GILLETTE SEMINAR” TRAINING

A one day extensive Maintenance training seminar from New England Affordable Housing Management Association was analyzed by the Board. The training is scheduled at Gillette Stadium in Foxboro, MA on May 16, 2018.

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 appropriate staff to attend the one day extensive Maintenance training seminar hosted by New England Affordable Management Association in the sum of \$199 per attendee at Gillette Stadium with reimbursement for lodging and travel.

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

Nays: None

G. STATE REQUIRED MINIMUM WAGE RATES

The Board studied the wage rates from the Executive Office of Labor and Workforce Development pursuant to MGL c.121B §. 29 with the Executive Director explaining the need to adjust upward the wages of 3 MHA maintenance employees retroactive to April 1, 2018.

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

VOTED: To authorize and approve the wage adjustments to 3 MHA maintenance employees retroactive to April 1, 2018 as presented to the Board.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. MALDEN BABE RUTH LEAGUE

A solicitation from the Malden Babe Ruth League to sponsor a team in the sum of \$350 was perused 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 a donation in the sum of \$350 to the Malden Babe Ruth League.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- Agassiz Village Summer Camp – Letter dated March 7, 2018
- Special Olympics Massachusetts – Thank you

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:15 PM

Mark A. Lawhorne, Secretary