

THE MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 10, 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 Frances C. Boudrow

COMMISSIONERS ABSENT: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn

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CITY CLERK'S OFFICE
MALDEN, MASS.

1. **APPROVAL OF MINUTES OF MARCH 27, 2018**

The minutes of the meeting of March 27, 2018 were presented to the Board and after due discussion and upon motion duly made by Frances C. Boudrow and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve the minutes of March 27, 2018 as submitted.

Ayes: Frank M. Molis, George N. Bayers, and Frances C. Boudrow

Nays: None

2. **APPROVAL OF BILLS AND SIGNING OF CHECKS**

The bills and checks were presented to the Board and after due discussion and upon motion duly made by George N. Bayers, and seconded by Frances C. Boudrow, it was unanimously

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

Ayes: Frank M. Molis, George N. Bayers, and Frances C. Boudrow.

Nays: None

3. **FINANCIAL MATTERS**

A. **APPROVAL OF THE RESUBMISSION OF PUBLIC HOUSING FY 2018 400-1 PROGRAM AND RELATED BUDGET CERTIFICATIONS RESOLUTION NO. 2018-05**

The Executive Director discussed the need to approve the re-submission of the MHA's FY 2018 400-1 Public Housing Program Budget and related Budget Certifications, inclusive of DHCD's Executive Director's Salary Tool providing an increase in the Executive Director's salary to \$154,942 based on corrections made to MHA's Program and unit count info in HAFIS, and authorize all Board Members and the Executive Director to execute the Budget Certifications and to submit same to DHCD, as required.

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

VOTED: Resolution No. 2018-5 To approve the re-submission of the MHA's FY 2018 400-1 Public Housing Program Budget and related Budget Certifications, inclusive of DHCD's Executive Director's Salary Tool providing an increase in the Executive Director's salary to \$154,942 based on corrections made to MHA's Program and unit count info in HAFIS, and authorize all Board Members and the Executive Director to execute the Budget Certifications and submit same to DHCD, as required.

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

Nays: None.

B. **NELCO WORLDWIDE -- INVOICE**

The Board was presented an invoice from Nelco Worldwide dated March 31, 2018 in the amount of \$118,729.15 for payment on the Clement Street Project #165034.

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

VOTED: To approve payment and signing of the requisition in the amount of \$118,729.15 and authorize the Executive Director to sign and submit same together with required certifications to MassHousing allowing for the release of Department of Mental Health (DMH) leverage funds to DHCD to process payment.

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

Nays: None

C. GUYDER HURLEY PC—INVOICE

The Board received an invoice from Guyer Hurley PC in the amount \$18,840.00 dated April 30, 2018, for the FY 2017 Single Act Audit of MHA's financial statements and DHCD AUP.

There were no findings in the audit and only one finding on AUP, which was the Executive Director's contract had not been returned signed from DHCD.

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

VOTED: To authorize payment of the Audit and AUP in the amount of \$18,840.00 and authorize the Executive Director to sign and return the requisite certifications.

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

Nays: None

D. RUSSO BAR ASSOCIATES – INVOICE

The Board reviewed an invoice from Russo Bar Associates dated March 31, 2018 in the amount of \$3,985.00 for design work on the roof project at Forestdale 667-1.

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

VOTED: To approve and authorize payment to Russo Bar Associates in the amount of \$3,985 for the roof design at Forestdale 667-1 and authorize the Executive Director to submit same to DHCD for processing.

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

Nays: None

E. REQUEST FOR PROPOSAL – TREE REMOVAL

The Board scrutinized responses for tree removal services for damage caused to a neighbor's fence from MHA's property known as 117 Beachview Ave:

<u>TREE SERVICES</u>	<u>Fee</u>
Arbor Tree Service	\$950
Asap Tree Care LLC	\$1300
City of Malden	No Response

Edward Fahey, MHA's Director of Modernization and Procurement, had recommended that the bid be awarded to the lowest price respondent, Arbor Tree, as the most responsive and responsible bidder, to remove the tree limbs from the neighbor's fence.

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

VOTED: To approve and award contract for tree removal services to Arbor Tree Service as the most responsible and responsive bidder and authorize the Mod & Procurement Director to issue a Purchas Order in that amount contracting for the work.

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

Nays: None

F. MALDEN YMCA – INVOICES (3)

Three (3) invoices from the YMCA were presented to the Board for payment.

DATE:	SERVICES	AMOUNT
4/4/18	Resident Memberships	\$4,166.67
2/28/18	Newland St. Services	1,586.34
2/28/18	Linden Services	<u>1,938.22</u>
	TOTAL	\$7,691.23

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 the YMCA in the amounts of \$4,166.67 for Resident Family Memberships to be paid by the COCC, and \$1,586.34 for the Newland St. and \$1,938.22 for the Linden After School Programs.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

G. S.G. RISK MANAGEMENT – INVOICE

The Board received and invoice from S.G. Risk Management in the amount of \$1,211.25 for Consulting services for the month of March, 2018.

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

VOTED: To approve the payment of \$1,211.25 from the COCC to S.G. Risk Management for Consulting Services.

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

Nays: None.

H. DIANE COHEN—INVOICE

The Board was presented an invoice from Diane Cohen for consulting services, work on the "MHA" Administration Plan, the Admissions and Continued Occupancy Policy and Section 8 issues, in the amount of \$1,650 for the month of March 2018.

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

VOTED: To approve payment to Diane Cohen for services rendered in the amount of \$1,650 to be paid by the COCC for the month of March 2018.

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

Nays: None.

I. JAMES M. HENNESSEY—INVOICES (7)

The Board received seven (7) invoices from James M. Hennessey for Hearing Services and for Inspectional Services:

DATE:	Contract #:	Invoice No.	Services:	Amount:
4/3/18	0311814	5	Hearing Officer \$	650.00
4/3/18	0311814	6	Hearing Section 8	550.00
4/3/18	0311814	7	Hearing Section 8	575.00
4/3/18	0311814	8	Hearing Officer	250.00
4/3/18	061614	5	Inspections	1,462.50
4/3/18	061614	6	Inspections	1,350.00

04/10/18

4/3/18	061614	7	Inspections	<u>1,050.00</u>
			TOTAL	\$5,887.50

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

VOTED: To approve payment of seven invoices from James M. Hennessey in the total amount of \$5,887.50 for Hearing services and inspectional services to be paid by the COCC and Section 8.

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

Nays: None.

J. MALDEN POLICE DEPARTMENT –INVOICES (5)

The Board was presented 5 invoices from the Malden Police Department as follows:

DATE:	Invoice No.	Amount
3/27/18	18047	\$ 493.60
3/28/18	18069	493.60
3/29/18	18077	246.80
4/3/18	18101	493.60
4/5/18	18116	<u>740.40</u>
	TOTAL	\$2,468.00

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

VOTED: To approve payment to the Malden Police department for seven invoices totaling \$2,468.00 for detail services In accordance with MHA's MOU with the MPD.

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

Nays: None.

4. POLICIES AND CONTRACTS

There were none.

5. REVIEW OF CHARITABLE REQUESTS

A. MALDEN TORNADOS

A request for a donation to the Malden Tornados was reviewed by the Board for the Changing Lanes Bowling Tournament.

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

VOTED: To sponsor a bowling team to be formed from the Employees of MHA in the amount of \$200 to be paid by the COCC.

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

Nays: None

6. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS

1. MCCPPO conference to be held at the MASS NAHRO Spring Conference at Seacrest on May 23, 2018.

7. OPEN DISCUSSION

None.

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None.

Adjourned at 5:35 PM

Mark A. Lawhorne, Secretary