

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 17, 2018 at 5:20 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Joan M. Chiasson Chairperson (via speakerphone), Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT: Frank M. Molis and Francis C. Boudrow

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

**1. APPROVAL OF MINUTES OF MARCH 16, MARCH 27 AND APRIL 10, 2018**

The minutes of the meeting of March 16, March 27 and April 10, 2018 were presented to the Board and 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 the minutes of March 16, March 27 and April 10, 2018 as submitted.

Ayes: Joan M. Chiasson, 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. CLEMENT STREET REQUISITION NO. 1**

The Board reviewed a Certificate of Vote authorizing and approving the Executive Director, as MHA's Contract Officer, to sign all wiring authorization letters and submit same to MassHousing for payment of NELCO's construction requisitions drawn against MA Department of Mental Health (DMH) leverage funding committed to MHA's 14 - 16 Clement Street HILAPP rehabilitation project, and further authorizing Mark Lawhorne, as Secretary of the Board of Commissioners, to sign all such votes as may be required to be submitted with such wiring authorization letters, beginning with this first dated April 17, 2018 in the sum of \$118,729.15.

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

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VOTED: To authorize and approve the Executive Director, as MHA's Contracting Officer, to execute all wiring authorization letters, and all other documentation required by MassHousing to process requisitions for payment submitted by NELCO for construction work performed at MHA's 14 – 16 Clement Street HILAPP project, and to further authorize and approve Mark Lawhorne, as Board secretary, to sign all Certificates of Vote required to be submitted with the wiring authorization letters to the Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development c/o the Massachusetts Housing Finance Agency, Administrator, to fund the Clement Street development rehabilitation project, with the first payment to be made in the sum of \$118,729.15

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**B. MALDEN CONTRIBUTORY RETIREMENT SYSTEM ("MALDEN RETIREMENT") – LETTER**

A letter from the Malden Contributory Retirement System dated April 10, 2018 transmitting the annual retirement assessment for FY 2019 in the sum of \$1,216,101 was scrutinized by the Board. It was noted that payment in full saves a significant interest cost.

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

VOTED: To approve the annual retirement assessment for FY 2019 in the sum of \$1,216,101 and authorize payment in full before July 1, 2018.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**C. MANETTE DONOVAN – INVOICES (2)**

The Board reviewed two (2) invoices both dated April 5, 2018 from Manette Donovan in the sum of \$1,680 and \$840 for professional services for training sessions for MHA employees.

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 in the total sum of \$2,520 to be paid by the capital fund and the COCC to Manette Donovan for professional training services.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**D. ARBOR TREE SERVICE INC. ("ARBOR") – INVOICE**

An invoice dated April 10, 2018 from Arbor for tree removal at 117 Beachview Avenue and Rivers Lane in the sum of \$1,100 was considered by the Board. It was noted that the Board had previously awarded Arbor the bid to remove the tree in the sum of \$950. An additional \$150 was added to the invoice to clean up storm-felled tree debris.

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

VOTED: To revise the previous vote and approve and authorize payment in the total sum of \$1,100 to be paid by AMP 1 or the COCC to Arbor for tree removal and storm-felled tree debris.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**E. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION ("GIC") – INVOICES (3)**

The Board analyzed three (3) invoices dated April 13, 2018 for the period January 1, 2018 through March 31, 2018 from GIC for the second quarter of Fiscal Year 2019 health insurance premiums as follows:

|           |                     |
|-----------|---------------------|
| Retirees  | \$ 57,146.85        |
| Employees | 197,112.99          |
| Survivors | <u>2,985.84</u>     |
|           | <u>\$257,245.68</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 GIC for health insurance premiums in the total sum of \$257,245.68 for the period January 1, 2018 to March 31, 2018.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

F. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") –  
FY 2018 INCOME LIMITS

Fiscal Year 2018 Income Limits Documentation System from HUD for the Boston Metropolitan area by household members and three income limits were 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 accept HUD's Income Limits for FY 2018 and implement same for federal and state public housing and section 8 program administration and eligibility determinations of various household sizes as follows:

|                     |           |
|---------------------|-----------|
| <u>One Person</u>   |           |
| Extremely Low (30%) | \$22,650  |
| Very Low (50%)      | \$37,750  |
| Low (80%)           | \$56,800  |
| <u>Two Person</u>   |           |
| Extremely Low (30%) | \$25,900  |
| Very Low (50%)      | \$43,150  |
| Low (80%)           | \$64,900  |
| <u>Three Person</u> |           |
| Extremely Low (30%) | \$29,150  |
| Very Low (50%)      | \$48,550  |
| Low (80%)           | \$73,000  |
| <u>Four Person</u>  |           |
| Extremely Low (30%) | \$32,350  |
| Very Low (50%)      | \$53,900  |
| Low (80%)           | \$81,100  |
| <u>Five Person</u>  |           |
| Extremely Low (30%) | \$34,950  |
| Very Low (50%)      | \$58,250  |
| Low (80%)           | \$87,600  |
| <u>Six Person</u>   |           |
| Extremely Low (30%) | \$37,550  |
| Very Low (50%)      | \$62,550  |
| Low (80%)           | \$94,100  |
| <u>Seven Person</u> |           |
| Extremely Low (30%) | \$40,150  |
| Very Low (50%)      | \$66,850  |
| Low (80%)           | \$100,600 |
| <u>Eight Person</u> |           |
| Extremely Low (30%) | \$42,750  |
| Very Low (50%)      | \$71,150  |
| Low (80%)           | \$107,100 |

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**G. THYSSENKRUPP – INVOICES (2)**

The Board examined two (2) invoices both dated April 6, 2018 from Thyssenkrupp for elevator renovations at 630 Salem Street in the sum of \$54,564.30 and 120 Mountain Avenue in the sum of \$18,745.20.

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 the Capital Fund for elevator renovations at 630 Salem Street and 120 Mountain Avenue in the total sum of \$73,309.50

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

**A. ST. ROCCO FRATERNAL ASSOCIATION OF MALDEN**

A request for donation to the 89<sup>th</sup> Anniversary of St. Rocco Fraternal Association of Malden which benefits four schools in Malden providing scholarships was scrutinized 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 in the amount of \$50.00 from the COCC to the St. Rocco Fraternal Association of Malden.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. REAPPOINTMENT OF COMMISSIONER GEORGE N. BAYERS**

The Board reviewed a letter dated April 17, 2018 from Mayor Gary Christenson reappointing George N. Bayers as Commissioner of MHA Board through May 1, 2023.

No further action was necessary.

**B. MASSHOUSING'S COMMUNITY SERVICE CONFERENCE**

A flyer from MassHousing of its upcoming Community Service Conference to be held at the Sheraton in Norwood MA on June 13, 2018 was considered by the Board. The conference, Older Adults in Community works in partnership with the Executive Office of Elder Affairs.

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 registration and attendance at the MassHousing Community Service Conference for Commissioners and appropriate staff at MHA cost.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**C. 557 CLUB**

The Board studied a flyer from the 557 Club inviting residents to get involved and join their meetings. It was suggested that MHA have the flyer translated into Mandarin before distributing.

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 MHA to have the flyer translated into Mandarin before distributing.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

Nays: None

**D. HOLIDAY SCHEDULE**

The Board examined the City of Malden's holiday schedule, as well as MHA's prior year policy.

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

VOTED: To confirm, authorize and approve the City's holiday work schedule as MHA's work schedule going forward.

Ayes: Joan M. Chiasson, Mark A. Lawhorne and George N. Bayers

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, Mark A. Lawhorne and George N. Bayers

Nays: None

Adjourned at 5:50 PM

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Mark A. Lawhorne, Secretary