

MEETING OF THE MALDEN HOUSING AUTHORITY

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

COMMISSIONERS ABSENT: Francis C. Boudrow

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

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1. APPROVAL OF MINUTES OF JUNE 26, 2018

The minutes of the meeting of June 26, 2018 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve the minutes of June 26, 2018 as amended.

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

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 Mark A. Lawhorne, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. MHA 2018 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR CAPITAL ACTION PLAN – RESOLUTION NO. 2018-09

The Executive Director presented the final version of MHA's Annual PHA Plan and Five Year Capital Action Plan, inclusive of a number of ACOP, Section 8 Administrative Plan and Public Housing Lease revisions, to the Board together with a signed certification from Mayor Christenson for review. After discussion, the Executive Director requested that the Board approve a Resolution, as required by the U.S. Department of Housing and Urban Development

("HUD"), authorizing the Board Chairperson and the Executive Director to sign and submit the Plan together with all required documentation and certifications.

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

RESOLVED AND VOTED: **Resolution No. 2018-09** to approve MHA's Annual PHA Plan inclusive of all ACOP, Section 8 Administrative Plan and Public Housing Lease revisions and Five-Year Capital Action Plan Statement, and authorize the Board Chairperson and Executive Director to sign all required documents and further authorize the Executive Director to submit the Plan together with all requisite Attachments and signed Certifications electronically to HUD.

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

Nays: None

B. STATE CAPITAL IMPROVEMENT PLAN

The Board reviewed the MHA's proposed five year Capital Improvement Plan ("CIP") developed by MHA's Director of Modernization and Procurement outlining various capital needs for the State developments for submittal to the Massachusetts Department of Housing and Community Development ("DHCD").

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

VOTED: To approve the CIP and authorize submittal to DHCD for approval.

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

Nays: None

C. TRIANGLE, INC. – INVOICE

An invoice dated June 28, 2018 from Triangle, Inc. in the sum of \$6,472.50 for cleaning, maintenance and landscaping services from April 21, 2018 thru May 31, 2018 was considered by the Board.

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

VOTED: To approve and authorize payment to Triangle, Inc. in the sum of \$6,472.50 for cleaning, maintenance and landscaping services with payment to be allocated against the AMPs served.

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

Nays: None

D. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

The Board analyzed an invoice dated July 1, 2018 from Siemens in the sum of \$42,170 for testing under the Energy Performance Contract from July 1, 2018 thru June 30, 2019 for HUD.

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

VOTED: To approve and authorize payment to Siemens in the sum of \$42,170 for testing for annual HUD measurement and verification services on the MHA's Energy Performance Contract from July 1, 2018 thru June 30, 2019, with payment to be allocated against the AMPs served and the COCC, as determined by the Finance Director

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

Nays: None

E. CBI CONSULTING INC. ("CBI") – INVOICES (3)

Three (3) invoices from CBI for engineering services were studied by the Board as follows:

| <u>Dated</u> | <u>Development</u> | <u>Amount</u> | <u>Services</u> |
|--------------|--------------------|---------------|--|
| 06/26/18 | Clement Street | \$10,556 | Construction Management and Clerk Services |
| 06/26/18 | Forestdale | 16,250 | Schematic Design |
| 06/26/18 | 630 Salem Street | <u>4,230</u> | Construction Contract Administration |
| | | \$31,036 | TOTAL |

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 payment to CBI in the total sum of \$31,036 for engineering services for the above referenced Federal and State developments with payment on the 630 Salem project being made from the CFP and to submit the state invoices to DHCD for processing.

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

Nays: None

F. HOMER CONTRACTING, INC. ("HOMER") – INVOICE

The Board perused the final invoice dated July 2, 2018 from Homer in the sum of \$88,844.59 from Homer for payment of the retainage for installation of the steps and handrails project at the Newland Street development.

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

VOTED: To approve and authorize payment and project close-out to Homer in the sum of \$88,844.59 to be paid from the CFP for installation of the steps and handrails project at the Newland Street development.

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

Nays: None

G. RIVERDALE PLUMBING & HEATING, INC. ("RIVERDALE") – INVOICE

An invoice dated May 25, 2018 from Riverdale in the sum of \$62,671.50 for pneumatic thermostat/zone valve replacement and asbestos abatement at the Forestdale development was examined by the Board. The Board had voted to approve an invoice from Riverdale in the sum of \$86,136.50 at the June 12, 2018 meeting.

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

VOTED: To reform the previous vote of June 12, 2018 and approve payment to Riverdale in the sum of \$62,671.50 for work on the thermostat/zone valve replacement and asbestos abatement project at the Forestdale development and authorize the Executive Director to submit the same to DHCD for payment and processing.

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

Nays: None

H. RIVERDALE – INVOICE

The Board scrutinized an invoice dated June 25, 2018 from Riverdale in the sum of \$72,132.55 for pneumatic thermostat/zone valve replacement and asbestos abatement at the Forestdale development.

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

VOTED: To approve payment to Riverdale in the sum of \$72,132.55 for work on the thermostat/zone valve replacement and asbestos

abatement project at the Forestdale development and authorize the Executive Director to submit the same to DHCD for payment and processing.

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

Nays: None

I. MALDEN POLICE DEPARTMENT – INVOICES (5)

Five (5) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were reviewed as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|-------------------|
| 06/22/18 | 18712 | \$493.60 |
| 06/26/18 | 18724 | 246.80 |
| 06/29/18 | 18735 | 740.40 |
| 07/05/18 | 18750 | 246.80 |
| 07/05/18 | 18770 | <u>246.80</u> |
| | TOTAL | <u>\$1,974.40</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 \$1,974.40 for detail patrol coverage.

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

Nays: None

J. REQUEST FOR PROPOSAL (“RFP”) – HOUSING QUALITY STANDARDS (“HQS”) – INSPECTIONS

A memo from Edward Fahey dated May 21, 2018 detailing the bids for HQS Inspection contract. McCright and Associates' bid in the sum of \$33.15 per inspection and Quality Assurance Inspections Inc. in the sum of \$32.99 per inspection. It was recommended that McCright and Associates has the highest advantageous rating and lowest proposal pricing schedule be awarded the contract. It was noted that Quality Assurance Inspections Inc. had a poor reference check.

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

VOTED: To award the bid for MHA's Section 8 HQS inspectional services to McCright and Associates as the most responsive and responsible bidder and authorize the Executive Director to enter into a one (1) year contract with up to four (4) successive one year extensions in MHA's sole discretion.

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

Nays: None

K. DIANE COHEN ("COHEN") – INVOICE

The Board considered an invoice dated July 2, 2018 from Diane Cohen for consulting services with the tenant selection department, ACOP and Admin Plan in the sum of \$1,450

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 Diane Cohen in the sum of \$1,450 for consulting services to be paid by COCC funds.

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

Nays: None

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

An invoice dated July 9, 2018 from SG Risk in the sum of \$1,423.75 for risk management and insurance consulting services was analyzed 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 \$1,423.75 to be paid by the COCC funds for risk management and insurance consulting services.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **AVROM BABITSKIY LETTER**

An undated letter from Avrom Babitskiy of 557 Pleasant Street, Unit 341 asking MHA to reconsider using air-source heat pump systems at 557 Pleasant Street was considered by the Board.

No further action was necessary.

B. **HUD LETTER – ADMINISTRATIVE OFFICES**

The Board perused a letter dated June 29, 2018 from HUD approving an extension through June 30, 2021 for MHA to continue using six (6) residential units for administrative staff.

No further action was necessary.

C. **MASSACHUSETTS PUBLIC HOUSING ADMINISTRATOR PROGRAM – THE OCCUPANCY CYCLE**

A flyer from Massachusetts/National Association of Housing and Redevelopment officials ("Mass/NAHRO") announcing The Occupancy Cycle seminar to be held on August 9, 2018 at Danvers Housing Authority was examined 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 the Occupancy Staff to attend the Occupancy Cycle Seminar on August 9, 2018 at Danvers Housing Authority.

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

Nays: None

7. **OPEN DISCUSSION**

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 and
George N. Bayers

Nays: None

Adjourned at 5:40 PM

Mark A. Lawhorne, Secretary