

MEETING OF THE MALDEN HOUSING AUTHORITY

RECEIVED

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday September 11, 2018 at 5:05 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

2018 OCT - 1 P 2:55  
CITY CLERK'S OFFICE  
MALDEN, MASS.

COMMISSIONERS PRESENT: Joan M. Chiasson, Frank M. Molis and George N. Bayers

COMMISSIONERS ABSENT: Mark A. Lawhorne and Francis C. Boudrow

MHA STAFF: Stephen G. Finn, Edward Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF AUGUST 14, 2018

The minutes of the meeting of August 14, 2018 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approved the minutes of August 14, 2018.

Ayes: Joan M. Chiasson, Frank M. Molis 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 George N. Bayers, it was unanimously

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

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

Nays: None.

3. FINANCIAL MATTERS

A. PROPOSED BUDGET FISCAL YEAR 2019 RESOLUTION 2018-10

The Executive Director discussed MHA's Fiscal Year 2019 Budget and introduced Fee Accountant, Howard Gordon, to speak to the Board on same. Mr. Gordon explained that MHA's overall funding picture is good due to Congress' 2-year Omnibus deal and noted that both the House and Senate Appropriations Committees have already voted out HUD budgets that include slightly more public housing program directed funding for FY 2019.

The Budget provides that all MHA employees except the Executive Director will receive a 3% wage increase, with some employees receiving a base wage adjustment before the

increase is applied. The Executive Director cannot receive a wage increase at this time due to DHCD's Executive Director Salary Guidelines.

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

VOTED: To approve the Budget as presented inclusive of a 3% institutional wage increase, excluding the Executive Director.

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

Nays: None

**B. WRITE OFF OF TENANT ACCOUNT RECEIVABLES**

The Executive Director presented an itemized list of tenant account receivables owed by former MHA tenants.

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

VOTED: To confirm the previous Board write-off of all state public housing TAR balances, and to write off all outstanding federal public housing TAR balances in the amount of \$20,993.71, as detailed below:

200 STATE	\$ 2,527.50
AMP 1	10,745.00
AMP 2	1,100.00
AMP 3	2,043.00
AMP 4	4,052.50
AMP 5	2,371.21
AMP 6	1,003.00
667C	8,064.00
	<u>\$20,993.71</u>
TOTAL	\$31,585.21

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

Nays: None

**C. CONFIRMATION OF POLL APPROVAL VOTES**

The Board reviewed all electronic poll votes, taken pursuant to MHA's By Laws, that had been approved since the last regular meeting. After reviewing the 6 polls approvals, the Board confirmed payment or donation of each in the amount of same, as follows:

			Poll Approval
1.	Homer Pay req.#3	\$409,260.00	August 16, 2018
2.	Shekar & Assoc.	38,330.95	August 29, 2018
3.	U.S. Inspection	3,850.00	August 30, 2018
4.	MPD & MFD request	7,234.00	August 30, 2018
5.	Handverger Appraisals	5,000.00	August 30, 2018
6.	Pathfinder Bid Award	85,300.00	September 4, 2018

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

VOTED: To confirm all the previous poll votes approved since the MHA's last regularly held meeting.

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

Nays: None

**D. NELCO - INVOICE**

The Board requisition #6 from Nelco in the amount of \$306,410.15 dated August 31, 2018 from for construction work completed at MHA's Clement Street property.

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 of \$306,410.15 to Nelco for completed work at Clement Street, and to submit the requisition to DHCD for processing.

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

Nays: None

**E. HOMER CONTRACTING, INC. - INVOICE**

The Board reviewed requisition # 4 dated August 30, 2018 in the amount of \$266,000 from Homer Contracting, Inc for the building envelope project at 630 Salem Street.

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 Homer Contracting for the amount of \$266,000 for the Salem Street project from the Capital Fund.

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

Nays: None

**F. HOMER CONTRACTING, INC. – CHANGE ORDERS (3)**

The Board examined three (3) change order proposals from Homer Contracting for the Salem Street project, as follows:

CO # 2 - 8/31/18	\$15,979.00
CO # 3 - 8/31/18	33.00
CO # 4 - 9/04/18	27,345.00
	\$43,357.00

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

VOTED: To approve the cost and work of the 3 change orders reviewed to be included in Homer's current contract for 630 Salem building envelope work.

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

Nays: None

**G. SHEKAR & ASSOCIATES, INC. – INVOICE**

The Board considered an invoice dated August 28, 2018 from Shekar & Associates, Inc. in the amount of \$12,022.00 for work on the Pneumatic Thermostat/zone valve 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 Shekar & Associates for the replacement of the Pneumatic Thermostat/zone valves at Forestdale 667-3 and submit same to DHCD for processing.

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

Nays: None

**H. GCG ASSOCIATES, INC. – INVOICE**

The Board received an invoice from GCG Associates dated September 4, 2018 in the amount of \$4,805.00 for design of MHA existing parking areas and striping/re-numbering of same.

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

VOTED: To approve the GCG Associates invoice in the amount of \$4,805.00 for parking design to be paid by the Capital Fund.

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

Nays: None

**I. CBI CONSULTING - INVOICES (2)**

The Board viewed two invoices from CBI Consulting:

Date	Invoice #	Development	Amount
8/24/18	29547	Salem Street	\$ 5,076.00
8/24/18	29546	Clement Street	\$11,306.00

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 of CBI invoice # 29547 in the amount of \$5,076, to be paid by the capital fund, and invoice # 29546 in the amount of \$11,306 to be paid by DHCD's HILAPP funding and submit this invoice to DHCD for processing.

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

Nays: None

**J. SG RISK MANAGEMENT CONSULTING – INVOICE**

The Executive Director presented the Board an invoice from SG Risk Management dated September 4, 2018 in the amount of \$3,655 for consulting work completed on MHA's Safety Committee and FY 2019 Insurance RFP solicitation.

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 of the invoice from SG Risk Management Consulting in the amount of \$3,655.00 for consulting services from the COCC.

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

Nays: None

**K. MYSTIC VALLEY ELDER SERVICES – INVOICES (2)**

The Board reviewed two invoices from Mystic Valley Elder Services for provision of monthly on-site Resident Service Coordinator services for July 2018, the first for Forestdale in the amount of \$93.54, and the second for Amps 2,4,5 and 6 in the amount of \$12,984.14.

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

VOTED: To approve both invoices to Mystic Valley Elder Services in the total amount of \$13,077.68, with \$93.54 to be paid by the COCC and with \$12,984.14 to be paid by the AMPs served.

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

Nays: None

**L. DIANE COHEN – INVOICE**

The Board examined an invoice from Diane Cohen dated September 1, 2018 in the amount of \$2,750.00 for various consulting services provided MHA staff and hearing officer services.

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 in the amount of \$2,750.00 to Diane Cohen for consulting and hearing officer services to be paid by the COCC.

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

Nays: None

**M. YMCA – INVOICES – (2)**

The Board considered two (2) invoices from the YMCA for provision of After School Program services, both dated July 31, 2018, one in the amount of \$3,708.91 for Linden, and one in the amount of \$2,908.16 for Newland Street.

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 YMCA in the amounts of \$3,708.91 and \$2,908.16 for the Linden and Newland Street After School Programs.

Ayes: Joan M. Chiasson and George N. Bayers

Nays: None

Abstain: Frank M. Molis

**N. PHOENIX COMMUNICATIONS, INC. – INVOICE**

The Board reviewed an invoice from Phoenix Communications dated August 28, 2018 in the amount of \$1,115.00 for emergency services to resolve fiber issues between Salem Street and other MHA developments.

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 Phoenix Communications Inc. for emergency services on fiber lines between Salem Street and other MHA developments to be paid by the COCC.

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

Nays: None

**O. MALDEN POLICE DEPARTMENT – INVOICES (7)**

Seven (7) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were studied as follows:

<u>Dated:</u>	<u>Invoice No.</u>	<u>Amount</u>
8/16/18	19081	\$ 246.80
8/17/18	19085	246.80
8/22/18	19097	493.60
8/23/18	19112	493.60
8/27/18	19122	246.80
9/07/18	19145	370.22
9/07/18	19148	493.60
		<u>\$2,591.42</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 \$2,591.42 for detail patrol coverage.

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

Nays: None

**P. JAMES M. HENNESSEY – INVOICE**

The Board was presented with an invoice in the amount of \$1,725.00 from James M. Hennessey for Section 8 SEMAP/HQS quality control inspection services.

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 James M. Hennessey for section 8 program SEMAP/HQS QC Inspections and related services in the sum of \$1,725.00 to be paid by Section 8.

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

Nays: None

**Q. TRIANGLE, INC. - INVOICE**

An invoice dated August 15, 2018 from Triangle, Inc. in the sum of \$3,577.50 for cleaning and maintenance services for the month of July 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 \$3,577.50 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

**R. INSURANCE – RENEWAL**

The Board scrutinized SG Risk Management's scoring review summary of all bid responses to MHA's FY 2019 Insurance RFP, inclusive of all HUD required insurances. SG recommended MHA award the bid for General Liability, POL/EPL, LIP Liability and Auto coverage to the HAIG Group as Most responsive and Responsible Bidder for same in the amount of \$107,396, and to award the bid for Commercial Property and Equipment Breakdown Insurance to the Marsh & McLennan/Jon Casey Group in the amount of \$294,293.00.

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 award of MHA's FY 2019 General Liability, POL/EPL, LIP Liability and Auto insurance to HAIG as the Most Responsive and Responsible Bidder, in the amount of \$107,396.00 and allow the Executive Director to contract with the Company in that amount; and to award MHA's FY 2019 Commercial Property and Equipment Breakdown Insurance to the Marsh & McLennan/Jon Casey Group as the Most Responsive and Responsible Bidder, in the amount of \$294,293.00, and allow the Executive Director to contract with the Companies in that amount.

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

Nays: None

**S. OSGOOD PAINTING AND CONTRACTING – INVOICE**

The Board reviewed an invoice dated August 13, 2018 in the amount of \$584.80 from RCAT Manager, Jeff Baxter, seeking the final payment and closeout on the 13 Rockland Avenue Osgood painting project.

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 Osgood Painting in the sum of \$584.80 and an additional payment for project administration to MHA in the amount of \$1,169.60 and submit same to DHCD for processing.

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

Nays: None

T. **SECTION 8 PAYMENT STANDARDS AND PUBLIC HOUSING FLAT RENTS**

The Executive Director presented the U.S. Housing and Urban Developments ("HUD") "Final" published fair market rents ("FMRs") by bedroom size for FY 2019 and, after review and discussion, the Executive Director recommended the Board set MHA's Section 8 program Payment Standards by bedroom size and MHA's public housing program flat rents by bedroom size at 100% of HUD's FY 2019 published FMR's by bedroom size, each to be implemented as of December 1, 2018, as follows:

<u>Bedroom Size</u>	<u>Amount</u>
Efficiency	\$1,394
One Bedroom	1,561
Two Bedroom	1,902
Three Bedroom	2,383
Four Bedroom	2,571

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

VOTED: To approve HUD's Final published FMRs at 100% by bedroom size as MHA's Section 8 program payment Standards and MHA's public housing program flat rents, to be implemented as of December 1, 2018

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

Nays: None

4. POLICIES AND CONTRACTS

A. CONTRACT AND LEASE WITH ELLIOT COMMUNITY HUMAN SERVICES

The Executive Director presented MHA's Lease and Contract with Elliot Community Services for 13 Rockland Avenue and informed the Board MHA would be seeking approval to execute an addendum to extend the lease for an additional one-year term as of 10/1/ 2018 at or prior to the next meeting.

No further action was taken.

B. MYSTIC VALLEY ELDER SERVICES, INC. MOU

The Executive Director presented MHA's current federal and state program Supportive Housing Service Coordinator (SHSC) Memorandum of Understandings (MOU) with Mystic Valley Elder Services and informed the Board that each of same needed to be extended for an additional 5-year term as of 10/1/ 2018 pursuant to MVES's designation as an Aging Services Access Point (ASAP) provider by the Commonwealth of Massachusetts.

No further action was taken.

5. REVIEW OF CHARITABLE REQUESTS

A. NORTH SHORE HISPANIC ASSOCIATION

The Board receive a request from the North Shore Hispanic Association to support the NSHA's Third Annual Hispanic Heritage Month Festival to be held on September 22, 2018.

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

VOTED: To approve a donation of \$100.00 from the COCC to the North Shore Hispanic Association in support of their event.

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS, AND COMMUNICAITONS

A. PHADA CONFERENCE TRAVEL AND ATTENDANCE

The Board reviewed PHADA's notification of its Annual Commissioners Conference to be held in Miami, Florida in January, 2019. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff at MHA expense.

After due discussion and upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was unanimously

VOTED: To approve eligible travel, registration and attendance cost to PHADA's Annual Commissioners Conference for MHA's Commissioners and staff at MHA expense.

**B. NAN MCKAY CONFERENCE TRAVEL AND ATTENDANCE**

The Board reviewed Nan McKay's notification of its Annual Public Housing Conference to be held in New Orleans, LA in February, 2019. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff at MHA expense.

After due discussion and upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was unanimously

VOTED: To approve eligible travel, registration and attendance cost to Nan McKay's Annual Public Housing Conference for MHA's Commissioners and staff at MHA expense.

**C. MASSNAHRO CONFERENCE TRAVEL AND ATTENDANCE**

The Board reviewed MassNAHRO's notification of its Fall Conference to be held in Natick, MA in December, 2018. The Executive Directed requested the Board to approve travel, registration and attendance for MHA's Commissioners and staff at MHA expense. The Executive Director also reminded the Board that MHA historically supported this event by purchasing a sponsor ad in the event program book.

After due discussion and upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was unanimously

VOTED: To approve eligible travel, registration and attendance cost to MassNAHRO's Fall Conference for MHA's Commissioners and staff at MHA expense, and to approve MHA purchasing a one-page ad in the event program book to support MassNAHRO.

**D. PHADA EXECUTIVE COMPENSATION SURVEY**

The Executive Director requested the Board to purchase PHADA's 2018 Executive Director Compensation Survey for MHA's use and information.

After due discussion and upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, it was unanimously

VOTED: To approve MHA's purchase of PHADA's Executive

Compensation Survey with COCC funds.

**E. OTHER MATTERS**

The Executive Director presented the following information to the Board for their information and review:

1. MHA's HUD Public Housing Assessment System (PHAS) FY 2017 Score report as a Designated High Performer.
2. HAIG's Outstanding Risk Control Program Two Star Performer award to MHA.
3. The Malden Chamber of Commerce's monthly newsletter.

No further action was taken.

**7. Open discussion**

None.

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 6:03 PM

\_\_\_\_\_  
Mark A. Lawhorne, Secretary