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MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 14, 2018 at 5:15 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

CITY CLERK'S OFFICE
MALDEN, MASS.

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

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

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

1. APPROVAL OF MINUTES OF JULY 10, 2018

The minutes of the meeting of July 10, 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 July 10, 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. MHA FINANCIALS

The Executive Director reviewed MHA's monthly financial statements for July, 2018 with the Board.

No further action was necessary at this time.

B. STATE PROGRAM TAR WRITE-OFFS

The Board analyzed State Public Housing program tenant account receivable information, inclusive of outstanding balances from Linden when it was a Massachusetts Department of Housing and Community Development ("DHCD") Chapter 200 assisted development that a majority of Members had given Board approval to so doing, and the Executive Director asked the Board to consider confirming the poll approval of the Chapter 200 TAR write offs and to write all outstanding State program TAR balances as well.

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

VOTED: To confirm and approve the write-off of TAR balances from prior Chapter 200 program tenants, and to also approve the write off write off all other state public housing TAR balances, as follow:

Chapter 200:

Adeline Theodore	\$	3.00
Shelby Grant		2,149.50
Nekia Clark		375.00
Total		<u>\$2,527.50</u>

Chapter 667:

John Nelson	\$	874.00
Roberta Lombard		329.00
Cecelia Mace		344.00
Paula Greene		667.00
Dianne Colson		187.00
Wisnick Eugene		67.00
Jeannette Loughman		412.00
Heather Meuse		2,574.00
Kenneth Van Tyne		444.00
Walter Martin		139.00
Michael Vigilante		55.00
Jacqueline Person		<u>1,651.00</u>
Total		<u>\$7,743.00</u>

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

Nays: None

C. HOMER CONTRACTING, INC. ("HOMER") – CHANGE ORDER

The Executive Director had polled the Board via electronic mail on July 13, 2018 for a change order dated July 12, 2018 from Homer for the 630 Salem Street building envelope project to remove dormant duct work and flower boxes in the sum of \$13,337.

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

VOTED: To confirm poll approval and authorize the change order dated July 12, 2018 in the sum of \$13,337 from Homer for removal of dormant duct work and flower boxes at 630 Salem Street.

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

Nays: None

D. ALLEN & MAJOR ASSOCIATES, INC. ("ALLEN & MAJOR") – INVOICE

The Board was polled by email on July 18, 2018 for approval to pay for design work by Allen & Major on the Springdale incinerator demolition contract. The Executive Director asked the Board to confirm approval of payment of the invoice and to allow the Executive Director to submit same to DHCD for processing.

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

VOTED: To confirm and approve payment to Allen & Major in the sum of \$1,940.70 for design work on the Springdale incinerator demolition contract and authorize the Executive Director to submit the same to DHCD for processing.

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

Nays: None

E. CLEMENT STREET REQUISITION

The Executive Director polled the Board on July 27, 2018 via electronic email for approval to pay the final MassHousing Requisition from NELCO in the sum of \$161,102.25 for construction rehabilitation at Clement Street.

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

VOTED: To confirm, 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 the fifth and final requisition 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 fifth and final payment to be made in the sum of \$161,102.25

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

Nays: None

F. OSGOOD PAINTING & CONTRACTING ("OSGOOD") – INVOICE

The Executive Director had polled the Board on August 13, 2018 via electronic email for approval to pay a Requisition from Osgood Painting dated August 8, 2018 in the sum of \$11,111.20 for painting at 13 Rockland Avenue.

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

VOTED: To confirm and approve the payment of the requisition from Osgood in the sum of \$11,111.20 for the 13 Rockland Avenue painting project and authorize the Executive Director to submit same to DHCD for processing.

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

Nays: None

G. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated July 25, 2018 from CBI for construction contract administration in the sum of \$5,076 for exterior building envelope repairs of 630 Salem Street was reviewed by the Board.

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 CBI in the sum of \$5,076 for construction contract administration for exterior building envelope repairs of 630 Salem Street to be paid from the Capital Fund Program (CFP")

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

Nays: None

H. CBI – INVOICE

The Board considered an invoice dated July 26, 2018 from CBI for schematic design engineering services for the rehabilitation project at Forestdale in the sum of \$17,550.

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 CBI in the sum of \$17,550 for engineering services for the Forestdale project and submit the same to DHCD for processing.

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

Nays: None

I. CBI – INVOICE

An invoice dated July 25, 2018 from CBI for construction administration in the sum of \$289 for the concrete steps at the Newland Street development was analyzed by the Board.

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 CBI in the sum of \$289 for construction administration services for the Newland Street concrete steps project to be paid from the Capital Fund Program ("CFP").

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

Nays: None

J. CBI – INVOICE

The Board studied an invoice dated July 26, 2018 from CBI in the sum of \$10,556 for the 14-16 Clement Street High Leverage Asset Preservation Program ("HILAPP") rehabilitation project for construction management and clerk 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 CBI in the sum of \$10,556 for construction management and clerk services and submit the same to DHCD for processing.

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

Nays: None

K. GCG ASSOCIATES, INC. – INVOICES (2)

Two (2) invoices from GCG Associates, Inc. dated March 21, 2018 and July 27, 2018 in the amounts of \$3,670 and \$2,770 consecutively for site work at Rockland Avenue were perused by the Board.

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 the tow invoices totaling \$6,440 from GCG Associates, Inc. and authorize the Executive Director to submit the invoices to DHCD for processing.

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

Nays: None

L. YMCA – INVOICES (2)

The Board examined two (2) invoices from the YMCA dated June 30, 2018 in the sum \$2,701.41 for after school/summer programs at Linden and dated June 30, 2018 in the sum of \$3,116.05 for Newland Street.

After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,701.41 and \$3,116.05 for the Linden and Newland Street after school/summer programs.

Ayes: Joan M. Chiasson and George N. Bayers

Nays: None

Abstain: Frank M. Molis

M. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices from MVES, both dated July 31, 2018 for the month of June 2018 in the sum of \$12,288.48 for resident service coordinators at the various developments and \$93.54 for coverage of a Forestdale event was scrutinized by the Board.

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 MVES in the sums of \$12,288.48 from the Federal AMPs served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

N. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board reviewed an invoice dated August 1, 2018 from SG Risk in the sum of \$2,231.25 for risk management and insurance consulting 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 SG Risk in the sum of \$2,231.25 to be paid by the COCC funds for consulting services.

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

Nays: None

O. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated August 1, 2018 from Diane Cohen for consulting services with the tenant selection department, ACOP and Admin Plan in the sum of \$1,600 was considered by the Board.

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 \$1,600 for consulting services to be paid by COCC funds.

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

Nays: None

P. JAMES M. HENNESSEY – INVOICES (2)

The Board analyzed two (2) invoices from James M. Hennessey dated July 17, 2018 in the sum of \$1,912.50 and August 9, 2018 in the sum of \$1,762.50 for quality control inspections.

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 in the total sum of \$3,675 to be paid from Section 8 and COCC funds.

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

Nays: None

Q. MALDEN AND MELROSE POLICE DEPARTMENT – INVOICES (4)

Invoices from the Malden Police Department (3) and Melrose Police Department (1) for police details at Salem Street and Newland Street were studied as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/20/18	18951 (Malden)	\$246.80
07/27/18	19005 (Malden)	246.80
07/31/18	19023 (Malden)	246.80
08/01/18	14676 (Melrose)	<u>224.40</u>
	TOTAL	<u>\$ 964.80</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 \$740.40 from the AMPs served, and to the Melrose Police Department in the sum of \$224.40 from the COCC for detail patrol coverage.

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

Nays: None

R. TRIANGLE, INC. – INVOICE

The Board perused an invoice dated June 29, 2018 from Triangle, Inc. in the sum of \$4,020 for cleaning and maintenance services for the month June 2018

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 Triangle, Inc. in the sum of \$4,020 for various services with payment to be allocated against the AMPs served.

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

Nays: None

S. REQUEST FOR PROPOSALS (“RFP”) – REASONABLE RENT QUOTE

A memo from Edward Fahey dated August 8, 2018 detailing the bids for reasonable rent quotes were examined by the Board. It was recommended that Nan McKay, GoSec8 with an annual proposal price of \$2,500 be awarded the contract. The other bids were from Nelrod for \$2,829 annually and Market Vision for \$3,500 annually.

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

VOTED: To award the bid for reasonable rent quotes to Nan McKay, GoSec8 at the annual proposal price bid of \$2,500 annually 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 and George N. Bayers

Nays: None

T. ALLEN & MAJOR – INVOICE

The Board scrutinized an invoice dated August 10, 2018 in the sum of \$999.30 from Allen & Major for construction documents and reimbursable expenses for the Springdale incinerator demolition project.

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 Allen & Major for engineering services and reimbursable expenses in the sum of \$999.30 and to allow the Executive Director to submit same to DHCD for processing.

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

Nays: None

U. TERMINAL EXCHANGE SYSTEMS – INVOICES (2)

Two (2) invoices from Terminal Exchange Systems for computer upgrades dated July 17, 2018 in the sum of \$10,824 and dated August 7, 2018 in the sum of \$6,053 were reviewed by the Board.

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 Terminal Exchange Systems in the total sum of \$16,877 for computer upgrades to be paid from COCC funds.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. DANA-FARBER – SOLICITATION

The Board scrutinized a solicitation from the Jimmy Fund/Dana-Farber Cancer Institute.

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

VOTED: To approve and authorize the contribution of \$50 to the Jimmy Fund/Dana-Farber Cancer Institute to be paid from COCC funds.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) – PUBLIC HOUSING AUTHORITY ASSESSMENT STATUS REPORT

The Board was pleased to accept a transmittal of the PHAS score from HUD with a total score of 92 which equates to MHA being a High Performer.

No further action was necessary at this time.

B. MALDEN REDEVELOPMENT AUTHORITY ("MRA") – LETTER

The Executive Director provided a letter dated July 10, 2018 from the MRA informing MHA of its completion of the environment reviews.

No further action was necessary at this time.

C. NERC/NAHRO PUBLIC HOUSING MANAGER CERTIFICATION – ENTERPRISE INCOME VERIFICATION WEBINAR

A flyer from NERC/NAHRO for a Public Housing Manager Certification thru an Enterprise Income Verification Webinar scheduled for September 25, 2018 was distributed to the Board.

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 appropriate MHA staff to attend the Enterprise Income Verification Webinar at MHA expense.

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

Nays: None

D. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION – 2018 LEGISLATIVE FORUM

The Executive Director announced PHADA's 2018 Legislative Forum with guest speaker, Secretary Carson scheduled for September 9-11, 2018 in Washington, DC.

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 Commissioners and appropriate staff to attend PHADA's 2018 Legislative Forum in Washington, DC.

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

Nays: None

E. NAN MCKAY AND ASSOCIATES, INC. – HOUSING AND COMMUNITY INSIDER

The Nan McKay's Housing & Community Insider publication for July 2018 was received by the Board announcing its Housing Conference in New Orleans, LA on February 25-26, 2018.

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 Commissioners and appropriate staff to attend the Nan McKay Housing & Community Conference in New Orleans, LA at MHA expense.

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:50 PM

Mark A. Lawhorne, Secretary