

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 25, 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 Francis C. Boudrow

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

**1. APPROVAL OF MINUTES OF SEPTEMBER 11, 2018**

The minutes of the meeting of September 11, 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 September 11, 2018.

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

Nays: None

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

There were no bills or signing of checks.

No further action was necessary.

**3. FINANCIAL MATTERS**

**A. ELIOT COMMUNITY HUMAN SERVICES ("ELIOT") – LEASE ADDENDUM**

The Board via electronic mail on September 18, 2018 had approved the required Annual Meeting with Eliot and the Massachusetts Department of Mental Health together with the lease addendum increasing the monthly rent from \$2,300 per month to \$2,346. The rental increase is based on the Cost of Living Adjustment ("COLA") published by the U.S. Social Security Administration ("SSA") for the calendar year 2018.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To confirm the electronic vote and approve the monthly rent increase as stated in the Lease Extension Addendum with Eliot for the first of four consecutive years, with monthly rent increasing from \$2,300 to \$2,346 for fiscal year 2019.

RECEIVED  
2018 OCT - 9 P 4 34  
TY OLEEN S O F F I C E  
MALDEN, MASS.

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

Nays: None

**B. 89 PEARL STREET – PROPOSAL FOR CONSULTING SERVICES**

The Board was polled by email on September 18, 2018 and approved CBI Consulting Services, Inc. ("CBI") assisting MHA in seeking a waiver of flood plain determination from FEMA that currently affects 89 Pearl Street. The flood zone designation requires the purchase of flood insurance and is more problematic for the Malden Redevelopment Authority ("MRA") in completing required U.S. Department of Housing and Urban Development ("HUD") Environmental Reviews of MHA's capital fund work items, delaying MHA's access to funds needed to undertake necessary and planned construction projects.

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

VOTED: To confirm the electronic vote and approve the proposal with CBI to assist MHA in seeking a waiver of flood plain determination currently affecting 89 Pearl Street and authorize the Executive Director to contract with CBI.

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

Nays: None

**C. 89 PEARL STREET – FLOOD INSURANCE PROPOSAL**

The Board via electronic mail on September 20, 2018 received information about the MRA discovering 89 Pearl Street was in a flood zone while conducting its HUD required Environmental Review of MHA Capital Fund work items. MHA must obtain flood insurance and with a quote from National Flood Insurance Program ("NFIP") for flood Insurance with a maximum limit of \$500,000 and a \$10,000 deductible. The Board had electronically approved the premium for said flood insurance of \$8,029.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was unanimously

VOTED: To confirm the electronic vote and approve obtaining flood insurance for 89 Pearl Street with NFIP with a \$10,000 deductible in the amount of \$8,029 and authorize the Executive Director to contract for same.

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

Nays: None

**D. GCG ASSOCIATES, INC. ("GCG") – INVOICE**

The Board scrutinized an invoice from GCG Associates dated September 18, 2018 in the amount of \$4,967.50 for the 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 Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to GCG in the sum of \$4,967.50 for design work on MHA parking areas, to be paid by the capital fund.

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

Nays: None

**E. RIVERDALE PLUMBING & HEATING, INC. ("RIVERDALE") – CERTIFICATE OF FINAL COMPLETION**

The Executive Director presented a Certificate of Final Completion from Riverdale dated September 14, 2018 requesting final payment in the amount of \$38,330.95 for thermostat/zone valve replacement at Forestdale.

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 execution of the Certificate of Final Completion to Riverdale in the sum of \$38,330.95 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 processing.

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

Nays: None

**F. MANETTE DONOVAN – INVOICE**

The Board reviewed an invoice dated July 9, 2018 from Attorney Manette Donovan in the sum of \$1,690.57 for training services for MHA's occupancy department.

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 in the sum of \$1,690.57 to Manette Donovan for professional training services to be paid by

the capital fund for front line staff, with Linda Ferullo's training paid from the Central Office Cost Center funds ("COCC")

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

Nays: None

**G. PHILADELPHIA INDEMNITY INSURANCE COMPANY ("PHILADELPHIA") – RENEWAL INVOICES (7)**

Seven (7) invoices from Philadelphia Indemnity Insurance Co. dated August 15, 2018 for flood insurance renewal at the Linden development with a \$10,000 deductible was considered by the Board for the following properties:

- 87-93 Plainfield Avenue in the sum of \$2,072;
- 57-63 Coleman Street in the sum of \$1,971;
- 69-75 Coleman Street in the sum of \$2,218;
- 77-83 Coleman Street in the sum of \$2,218;
- 85-91 Coleman Street in the sum of \$2,218;
- 93-99 Coleman Street in the sum of \$2,218; and
- 109-115 Coleman Street in the sum of \$2,218

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

VOTED: To approve and authorize payment to Philadelphia Indemnity Insurance Co. in the total sum of \$15,133 for flood insurance covering the above listed properties.

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

Nays: None

**H. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (2)**

The Board analyzed two (2) invoices from MVES, both dated September 19, 2018 for the month of August 2018 in the sum of \$13,669.65 for resident service coordinators at the federal developments and in the sum of \$93.54 for coverage of a Forestdale event.

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 \$13,669.65 from the Federal AMPs served and \$93.54 from COCC funds for the 400-1 program.

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

Nays: None

**I. MALDEN POLICE DEPARTMENT – INVOICES (3)**

Three (3) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were studied by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
9/12/18	19167	\$ 493.60
9/17/18	19186	<u>740.40</u>
		<u>\$1,233.00</u>

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 the Malden Police Department in the total sum of \$1,233.00 for detail patrol coverage

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

Nays: None

**J. BOBCAT – PURCHASE ORDER**

The Board perused a Purchase Order dated September 24, 2018 from Bobcat for the purchase of six (6) Bobcat snow-thrower attachments and controllers in the total sum of \$52,750.54

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

VOTED: To approve and authorize the purchase order for six (6) snow-thrower attachments and controllers from Bobcat in the total sum of \$52,750.54, allocated to be paid from the Amps benefitted with the COCC paying for equipment purchased for 400-1.

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

Nays: None

**K. TRIANGLE, INC. - INVOICE**

An invoice dated September 11, 2018 from Triangle, Inc. in the sum of \$2,617.50 for cleaning and maintenance services for the month of August was examined by the Board.

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 Triangle, Inc. in the sum of \$2,617.50 for the provision of custodial maintenance services with payment allocated against the AMPs served.

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

Nays: None

**L. ALLOWANCE FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES**

The Board scrutinized the Summary Allowance for Tenant-Furnished Utilities and Other Services dated October 1, 2018 itemized by bedroom size.

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 implementation of the new Summary Allowance for Tenant-Furnished Utilities and Other Services effective October 1, 2018 by bedroom size for MHA's Section 8 program and Linden public housing program administration.

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

Nays: None

**M. SPRINT PROPOSAL – NEWLAND STREET**

The Executive Director detailed a proposal dated August 23, 2018 from Sprint for wireless monitoring of heat and hot water at the Newland Street development. The initial installation is quoted off State Contract pricing at \$5,800 with a monitoring fee of \$68 to be paid monthly.

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

VOTED: To approve and authorize the Executive Director to contract with Sprint for wireless monitoring of MHA's Newland Street Boiler Shed heat and hot water systems in the amount of \$5,800 and an additional \$68 per month for monitoring the systems.

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

Nays: None

**N. HOLIDAY PARTY – MENU**

The Board reviewed two (2) proposals for catering the MHA Holiday Party on December 13, 2018. Pearl Street Station's proposal dated September 19, 2018 in the sum of \$2,698.66 and Anthony's proposal dated September 19, 2018 in the sum of \$2,520.

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

VOTED: To approve and authorize the Executive Director to enter in an agreement with Anthony's for hosting and catering of MHA's holiday party in an amount not to exceed \$2,520, plus a 20% gratuity for wait staff working the event all to be paid by the COCC.

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

Nays: None

**4. POLICIES**

**A. MVES – MEMORANDUM OF UNDERSTANDING ("MOU")**

The Executive Director presented an MOU between MVES and MHA for the provision of on-site Resident Service Coordinator supportive services programs to residents at various Federal developments for the annual sum of \$175,000 to be paid by the AMPS benefitted, and for the provision of on-site Resident Service Coordinator supportive services to residents at MHA's State-assisted developments in the amount of up to \$10,000 annually to be paid by the COCC. The MOU is for five (5) consecutive one-year terms in total and is subject to appropriations.

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 Executive Director to enter into the MOU with MVES for five (5) years, to be paid as designated above, subject to appropriations.

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

Nays: None

**B. ADMISSIONS AND CONTINUED OCCUPANCY ("ACOP") AND SECTION 8 ADMINISTRATIVE PLAN ("ADMIN PLAN") – PROPOSED CHANGES**

The Board considered a summary of proposed changes to the ACOP and Admin Plan, including ministerial changes required by HUD and a policy change on the retention of Social Security card information in applicant/resident/participant files.

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 adopt all proposed revisions to MHA's ACOP and Admin Plan.

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

Nays: None

**C. MAINTENANCE PLAN – POLICY AND PROGRAM**

The Executive Director presented and discussed DHCD's Template Maintenance Plan recommended to be adopted as revised to be MHA's Maintenance Plan for FY 2018 and beyond, inclusive of all policies and procedures that comprise MHA's current Maintenance Program.

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 adopt MHA's Maintenance Plan for FY 2018 and beyond.

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

Nays: None

**5. CHARITABLE REQUESTS**

**A. FRIENDS OF OAK GROVE, INC.**

A flyer from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Haunt Jaunt scheduled for October 21, 2018 which proceeds benefit the Malden YMCA was analyzed by the Board.

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

VOTED: To authorize and approve a \$100 donation from the COCC to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Haunt Jaunt.

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

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None



**6. CORRESPONDENCE AND NEWSLETTERS**

**A. 557 PLEASANT STREET CLUB AND 630 SALEM STREET CLUB**

The Board studied letters dated September 18, 2018 from the 557 Pleasant Street Club and the 630 Salem Street Club seeking a financial contribution from MHA for various events and activities.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Francis C. Boudrow, it was

VOTED: To authorize and approve a \$2,500 donation from the COCC to the 557 Pleasant Street Club and the 630 Salem Street Club for club related activities.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and Francis C. Boudrow

Abstain: George N. Bayers

Nays: None

**B. MHA'S HOLIDAY OUTREACH PROGRAM**

An update of the amount collected from MHA employees for wearing blue jeans on Fridays was noted with the monies being donated to needy MHA families at the holidays was perused by the Board.

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

VOTED: To approve and authorize the contribution of \$2,000 from the COCC to the MHA's Dress Code Outreach Program.

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

Nays: None

**C. MALDEN'S FIRST ANNUAL PUBLIC SAFETY DAY**

The Board examined a flyer from the City announcing its First Annual Public Safety Day scheduled for October 7, 2018 at Linden Park and a thank you letter from the City for MHA's donation of \$7,234 for the purchase of two (2) inflatable bouncy houses.

No further action was necessary.

**D. NATIONAL GRID – 2018 ENERGY EFFICIENCY SUMMIT**

A flyer for National Grid's 2018 Energy Efficiency Summit was distributed to the Board. The summit will be held on Thursday, October 25, 2018 at Gillette Stadium, Foxboro MA.

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 appropriate MHA staff for travel, hotel and registration to attend the National Grid Energy Efficiency Summit at MHA expense, with cost allocated to the relevant cost center per employee.

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

Nays: None

**E. CORRESPONDENCE**

- Public Housing Authority Directors Association ("PHADA") Commissioner's Conference in Miami, FL from January 6-9, 2018
- NERC/NAHRO Public Housing Manager Certification, Holyoke Housing Authority, Holyoke, MA, October 1-5, 2018

For information purposes only.

**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, George N. Bayers and Francis C. Boudrow

Nays: None

Adjourned at 6:00 PM

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