

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, March 9, 2021 at 5:00 PM through teleconference based on the Governor's Order on assemblage due to COVID-19.

COMMISSIONERS ATTENDING: Joan M. Chiasson, Chairperson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

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

### 1. APPROVAL OF MINUTES OF FEBRUARY 23, 2021

The minutes of the meeting of February 23, 2021 were scrutinized by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve the minutes of the February 23, 2021 meeting as submitted.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

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. MARCUM – AUDIT ENGAGEMENT LETTERS

The Executive Director polled the Board by email on February 24, 2020 requesting approval to sign three (3) Marcum Accountants Engagement Letters (all dated December 23, 2020) in order to begin MHA's FY 2020 Federal audit and State Agreed Upon Procedures ("AUP").

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

VOTED: To confirm the Board's previous electronic approval and authorization for the Executive Director to execute three (3) Engagement Letters with Marcum for MHA's FY 2020 Federal and State audits.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**B. SPRINGDALE 667-2 ROOFING REPLACEMENT – BID PROPOSALS**

The Board was polled by the Executive Director via email on March 2, 2021 on the bid proposals for the Springdale 667-2 Roofing Replacement project as follows:

<u>Contractor</u>	<u>Bids</u>
Mike's Construction Co., Inc.	\$91,400
JJS Universal	105,890
W.P.I. Construction, Inc.	109,000
JD&D Construction	111,000
One Way Painting and Roofing	114,000
Larochelle Construction	115,500
Corolla Contracting, Inc.	147,400
Almar, LLC	147,400
P.O. Roofing, LLC	164,000

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

VOTED: To confirm the Board's previous electronic approval awarding the bid on the Springdale 667-2 Roofing Replacement project to Mike's Construction Co., Inc. as the most responsive and responsible bidder and authorize the Executive Director to execute a contract with Mike's Construction Co., Inc. for the sum of \$91,400 and return all relevant documentation to the Massachusetts Department of Housing and Community Development ("DHCD") for confirmation of bid award and contract for project processing.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**C. REQUEST FOR PROPOSAL ("RFP") – SECTION 8 HOUSING QUALITY STANDARDS ("HQS") – INSPECTIONS**

A memo from Edward Fahey dated March 2, 2021 detailing the sole bid for Section 8 HQS Inspection contract was reviewed by the Board. The bid from Geosite Environmental, Inc. for the initial inspection sum of \$49.50 was submitted to the Board and detailed as follows:

	<u>Years</u> <u>1 and 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Initial Inspection	\$49.50	\$49.50	\$52.00	\$52.00	\$54.00

Initial Re-inspection	35.00	35.00	37.50	37.50	39.00
Annual Inspection	49.50	49.50	52.00	52.00	54.00
24 Hour Emergency Inspection	49.50	49.50	52.00	52.00	54.00
Inconclusive	35.00	35.00	37.50	37.50	39.00
Access Refusal	35.00	35.00	37.50	37.50	39.00

After due discussion and upon motion duly made by William P. Hurley and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To award the bid for MHA's Section 8 HQS inspectional services to Geosite Environmental, Inc., 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 with cost adjustments as cited above.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**D. CBI CONSULTING, LLC ("CBI") – INVOICES (2)**

The Board considered two (2) invoices from CBI as follows:

November 23, 2020	\$ 585.70	557 Pleasant Street Construction Administration for exterior insulation and finish systems ("EFIS") – 100% complete
February 24, 2021	<u>2,920.00</u>	120 Mountain Avenue Investigation on Balconies
	\$3,505.70	Total

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$585.70 for construction administration for EFIS at 557 Pleasant Street and in the sum of \$2,920 for investigation on balconies at 120 Mountain Avenue, both payments from the Capital Fund.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**E. UNITED ELEVATOR – INVOICE**

A final invoice from United Elevator dated January 25, 2021 for work on the 557 Pleasant Street elevator rehabilitation project in the sum of \$44,089.14 was analyzed by the Board.

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 Final Requisition for Payment submitted by United Elevator in the amount of \$44,089.14 for work completed on the 557 Pleasant Street Elevator Modernization project and authorization for the Executive Director to sign the Requisition authorizing payment from the Capital Fund.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**F. MASSACHUSETTS – NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“MASS/NAHRO”) – INVOICE**

The Board studied an invoice from MASS/NAHRO dated February 23, 2021 in the amount of \$149,070 for renewal of required Workmen’s Compensation Insurance for one year beginning March 27, 2021.

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 MASS/NAHRO Insurance Group in the amount of \$149,070 for Workmen’s Compensation Insurance for one year beginning March 27, 2021 with costs to be allocated as determined by the Finance Director.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**G. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICE**

An invoice dated February 25, 2021 from MVES for the month of January 2021 in the sum of \$14,251.33 for resident service coordinators at various Federal developments was perused by the Board.

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

VOTED: To approve and authorize payment to MVES in the sum of \$14,251.33 and allocated to the Federal AMP’s served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**H. CHAPA – CITIZENS HOUSING AND PLANNING ASSOCIATION -INVOICE**

The Board examined an invoice dated March 1, 2021 from CHAPA for the Annual MHA Membership dues in the amount of \$750.00.

After due discussion and upon motion duly made by William P. Hurley and seconded by Frank M. Molis, it was unanimously

VOTED: To approve payment to CHAPA in the amount of \$750 for MHA 2021 membership dues to be paid by the Central Office Cost Center ("COCC").

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**I. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE**

An invoice dated March 1, 2021 from SG Risk in the sum of \$190 for insurance coverage consulting services was scrutinized by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To approve and authorize payment to SG Risk for insurance coverage consulting services in the sum of \$190 with costs appropriately allocated to the COCC, AMP 1 and AMP 3.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**J. MALDEN POLICE DEPARTMENT – INVOICES (5)**

The Board reviewed five (5) invoices from the Malden Police Department for detail services at 630 Salem Street, 89 Pearl Street, Suffolk Manor and 120 Mountain Avenue as follows:

<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
24109	02/16/21	\$ 1,054.60
24129	02/23/21	1,318.25
24147	02/24/21	1,054.60
24180	03/01/21	263.65
24204	03/02/21	<u>527.30</u>
		\$4,218.40

After due discussion and upon motion duly made by William P. Hurley 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 \$4,218.40 with costs allocated to AMP's served.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**K. RICOH USA, INC. ("RICOH") – LEASE RENEWAL**

A lease renewal summary for MHA's print platform equipment lease with Ricoh for the monthly amount of \$3,617.35, a \$12.19 monthly increase from MHA's current lease for all print/copy/scan/fax equipment was considered by the Board.

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

VOTED: To approve and authorize lease renewal and monthly payment to RICOH in the sum of \$3,617.35 for all print/copy/scan/fax equipment, with payment allocated to the cost center to which each such piece of equipment is assigned.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and William P. Hurley

Nays: None

**4. POLICIES AND CONTRACTS**

None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

None

**7. OPEN DISCUSSION**

The Board discussed scheduling the following 2021 public meetings:

- Resident Advisory Board Meeting ("RAB");
- U.S. Department of Housing and Urban Development Public Housing Authority Plan ("PHA"); and
- U.S. Department of Housing and Community Development Annual Plan.

No further action was necessary at this time.

**ADJOURNMENT**

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

VOTED: To adjourn.

Ayes: Joan M. Chiasson, Frank M. Molis, Mark A. Lawhorne and  
William P. Hurley

Nays: None

Adjourned at 5:30 PM

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Mark A. Lawhorne, Secretary  
SEAL

**THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF  
COMMISSIONERS AT THEIR REGULAR MEETING OF 3/23/2021, TO BE SIGNED WHEN  
THE PUBLIC HEALTH CRISIS IS ABATED**