MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 14, 2020 at 5:00 PM through teleconference due to COVID-19.

COMMISSIONERS ON TELECONFERENCE:
Mark A. Lawhorne, Chairperson, George N. Bayers, Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis

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

1. SUSPEND RULES PERMITTING PUBLIC COMMENT DURING MEETINGS – RESOLUTION 2020-2

The Executive Director explained that MHA typically permits public comment during its Board meetings, which is a function of rules and not a requirement of law, regulation or City ordinance. Due to the COVID-19 pandemic and Board meetings taking place via teleconference until further notice, it was suggested that the Board of Commissioners suspend its rule and practice permitting public comment at public meetings indefinitely until such time as public meetings can be held once again with Commissioners in attendance.

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

RESOLVED AND VOTED: Resolution No. 2020-02 to suspend MHA’s rule and practice permitting public comment at public meetings indefinitely until such time as public meetings can be held once again with attendance in person.

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

Nays: None

2. MHA PUBLIC INFORMATION ON PUBLIC MEETINGS AND HEARINGS DURING THE DECLARED STATE OF EMERGENCY RELATED TO COVID-19 – RESOLUTION 2020-3

In accordance with Governor Baker’s March 10, 2020 Declaration of Emergency issued for the Commonwealth of Massachusetts and Mayor Christenson’s March 18, 2020 Declaration of Emergency issued for the City of Malden, all public meetings, gatherings and events have been significantly restricted, and public buildings in the City of Malden have been temporarily closed to the public.

On March 12, 2020 Governor Baker issued an Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c. 30A, §. 18, and on March 23, 2020 Governor Baker issued Revised Guidance on Order by the Governor Prohibiting Assemblage of More than Ten People. In light of these Declarations and Orders, the Malden Housing Authority (MHA) has determined at this time to conduct its public meetings via remote participation under the following guidelines:
i. The MHA has chosen telephone conference call-in as its remote meeting platform for its meetings until further notice.

ii. MHA Commissioners will participate in meetings remotely and through remote access.

iii. Physical attendance/attendance in person by the public is prohibited, even if MHA Commissioners convene in person in a public building for purposes of attending a meeting.

iv. Members of the public will be permitted to access public meetings remotely and the MHA will provide information on alternative means for access to meetings remotely via telephone conference call-in.

v. Meeting Agendas/Dockets will continue to be posted on the City's website at https://www.cityofmalden.org/336/Housing-Authority and meeting cancellations and postponements will continue to be posted.

vi. Records and minutes of all meetings will be maintained.

vii. Posted Agendas/Dockets will contain information for members of the public who would like to attend the meeting remotely will be provided or the Meeting Agendas/Dockets posted at least 48 hours in advance of the meeting, excluding weekends and holidays (excepting meetings required to be called in the case of emergency).

viii. If, despite the MHA's effort to provide public access via telephone conference said access fails, the draft Meeting Minutes or other Meeting record will be posted as soon as practicable following the public meeting.

ix. Public comment during MHA's meetings is temporarily suspended.

x. To the best of the MHA's ability, access to MHA public meetings will be provided in real time.

xi. In-person attendance by members of the public is prohibited, and all effort will be made to permit public attendance of this meeting, in the manner specified below, via telephone access, so that members of the public who want to access the meeting may do so. Access will also be provided by posting Meeting Minutes or other record of the meeting on the City of Malden website at https://www.cityofmalden.org/336/Housing-Authority as soon as practicable after the Meeting is completed.

xii. Members of the public shall not be permitted access to MHA Executive Session meetings, if any.

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

**RESOLVED AND VOTED:** Resolution No. 2020-03 to adopt MHA rules on public information on public meetings and hearings during the declared State of Emergency related to COVID-19.

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

Nays: None
3. **APPROVAL OF MINUTES OF MARCH 10, 2020**

The minutes of the meeting of March 10, 2020 were examined tc 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 the minutes of March 10, 2020 as submitted.

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

Nays: None

4. **APPROVAL OF MINUTES OF MARCH 24, 2020**

The Board scrutinized the minutes of the meeting of March 24, 2020.

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

**VOTED:** To approve the minutes of March 24, 2020 as submitted.

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

Nays: None

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

The bills and checks were reviewed by 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 approve the bills and signing of checks as submitted.

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

Nays: None

6. **FINANCIAL MATTERS**

A. **MONTHLY FINANCIAL STATEMENTS**

The Executive Director discussed MHA’s Combined Balance Sheets and Monthly Budget Comparisons for the month ending February 28, 2020 with the Board.

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

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

Nays: None

B. MALDEN POLICE DEPARTMENT – INVOICES (9)

The Board considered nine (9) invoices from the Malden Police Department for police details at 630 Salem Street, 120 Mountain Avenue, 89 Pearl Street and Suffolk Manor as follows:

<table>
<thead>
<tr>
<th>Dated</th>
<th>Invoice No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/17/20</td>
<td>21897</td>
<td>$263.65</td>
</tr>
<tr>
<td>03/19/20</td>
<td>21935</td>
<td>263.65</td>
</tr>
<tr>
<td>03/23/20</td>
<td>21956</td>
<td>790.95</td>
</tr>
<tr>
<td>03/25/20</td>
<td>21979</td>
<td>527.30</td>
</tr>
<tr>
<td>03/26/20</td>
<td>21994</td>
<td>263.65</td>
</tr>
<tr>
<td>03/30/20</td>
<td>22015</td>
<td>790.95</td>
</tr>
<tr>
<td>04/01/20</td>
<td>22040</td>
<td>263.65</td>
</tr>
<tr>
<td>04/02/20</td>
<td>22047</td>
<td>263.65</td>
</tr>
<tr>
<td>04/06/20</td>
<td>22058</td>
<td>527.30</td>
</tr>
</tbody>
</table>

TOTAL $3,954.75

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 $3,954.75 as listed above from the AMPs served.

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

Nays: None

C. MHA’S CONTRIBUTION TO THE INCLUSIONARY ZONING FINANCIAL FEASIBILITY ANALYSIS

A letter from the Malden Redevelopment Authority ("MRA") dated April 6, 2020 requesting payment in the sum of $5,000 to assist in the funding of the Inclusionary Zoning Financial Feasibility Analysis was perused by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by George N. Bayers, it was unanimously
VOTED: To approve and authorize payment in the sum of $5,000 to the MRA for MHA’s assistance in funding the Inclusionary Zoning Financial Feasibility Analysis to be paid from Central Office Cost Center (“COC”C”) funds.

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

Nays: None

D. COMMONWEALTH OF MASSACHUSETTS – GROUP INSURANCE COMMISSION (“GIC”) – INVOICES (3)

The Board analyzed three (3) invoices dated March 26, 2020 for the period January 1, 2020 through March 31, 2020 from GIC for health insurance premiums as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirees</td>
<td>$53,066.74</td>
</tr>
<tr>
<td>Employees</td>
<td>208,614.62</td>
</tr>
<tr>
<td>Survivors</td>
<td>3,099.87</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$264,781.23</strong></td>
</tr>
</tbody>
</table>

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the total sum of $264,781.23 for the period January 1, 2020 through March 31, 2020

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

Nays: None

E. CBI CONSULTING INC. (“CBI”) – INVOICES (4)

Four (4) invoices from CBI for engineering consulting services was studied by the Board as follows:

<table>
<thead>
<tr>
<th>Dated</th>
<th>Development</th>
<th>Amount</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/20</td>
<td>Forestdale</td>
<td>$39,000.00</td>
<td>Construction Documents</td>
</tr>
<tr>
<td>03/25/20</td>
<td>Newland</td>
<td>17,500.00</td>
<td>Construction Documents</td>
</tr>
<tr>
<td>03/25/20</td>
<td>557 Pleasant</td>
<td>17,364.00</td>
<td>Construction Documents</td>
</tr>
<tr>
<td>03/27/20</td>
<td>Clement Street</td>
<td>2,496.00</td>
<td>Final Installment/Completion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>76,360.00</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

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 total sum of $76,360 for engineering services for the above referenced Federal and State developments from the Capital Fund or submit the
appropriate sums to the Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

F. HOUSING AUTHORITY RISK RETENTION GROUP ("HARRG") – INVOICE

The Board studied an invoice dated April 1, 2020 in the sum of $1,608 from HARRG for insurance adjuster claim services for claims by Michelle Devine and Rosalind Lee.

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

VOTED: To approve and authorize payment in the sum of $1,608 to HARRG for the Devine and Lee matters (AMP 1).

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

Nays: None

G. YMCA – INVOICES – (2)

Two (2) invoices from the YMCA both dated February 29, 2020 in the sum $2,275.79 for after school/summer programs at Linden and in the sum of $2,170.36 for Newland Street programs were scrutinized by the Board.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Joan M. Chiasson, it was

VOTED: To approve and authorize payment to the YMCA in the amounts of $2,275.79 and $2,170.36 for the Linden and Newland Street after school/summer programs.

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

Nays: None

Abstain: Mark A. Lawhorne and Frank M. Molis

H. DIANE COHEN ("COHEN") – INVOICE

The Board reviewed an invoice dated April 4, 2020 in the sum of $600 from Diane Cohen for consulting services on the Section 8 Administrative Plan and Admissions and Continued Occupancy Plans ("ACOP").
After due discussion and upon motion duly made by George N. Bayers and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to Diane Cohen in the sum of $600 for consulting services from public housing and section 8.

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

Nays: None

I. **SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated April 1, 2020 from SG Risk in the sum of $467.50 for risk management and insurance consulting services was considered 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 SG Risk in the sum of $467.50 for consulting services with payment allocated against AMPS served and/or the COCC.

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

Nays: None

J. **STRUCTURAL REPAIRS – 120 MOUNTAIN AVENUE – REQUEST FOR PROPOSAL (“RFP”)**

The Board analyzed a single response to the RFP for structural repairs to the second floor of 120 Mountain Avenue from Unicon, Inc. in the sum of $149,100. Edward Fahey, MHA’s Director of Modernization and Procurement, his Assistant, Rob Sullivan and CBI Consulting LLC recommended that the bid be awarded to Unicon, Inc. as the most responsive and responsible bidder.

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

VOTED: To approve the bid and award the contract for structural repairs to the second floor of 120 Mountain Avenue to Unicon, Inc. as the most responsible and responsive bidder and authorize the Executive Director to contract with Unicon, Inc. in the sum of $149,100.

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

Nays: None
K. NEWLAND AND COLEMAN ROOF REPLACEMENT – RFP

A memo from Edward Fahey and Rob Sullivan dated April 8, 2020, detailing bid proposals for Newland and Coleman Street roof replacements was perused by the Board follows:

Almar LLC $329,000
JD & D Construction, Inc. 347,000
WPI Construction, Inc. 369,000
Oneway Painting, Inc. 400,000
Corolla Roofing Co., Inc. 451,449

It was noted that Avator Construction withdrew a bid of $258,000 due to a clerical error. CBI concurred with the recommendation of Edward Fahey and Rob Sullivan that Almar LLC is the most responsive and responsible bidder.

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

VOTED: To award the bid for the AMP 1 roof replacement project to Almar LLC as the most responsive and responsible bidder in the sum of $329,000 and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

L. ENERGY CONSULTANT/ANALYST SERVICES – RFP

The Board considered responses to the RFP from EPC Solutions in the sum of $7,250 and Enlightened Energy Consultants in the sum of $8,750 for consultant services for annual energy reporting. Both Edward Fahey and Rob Sullivan recommended EPC Solutions in the sum of $7,250 as the most responsive and responsible bid.

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

VOTED: To award the bid for energy consultant services to EPC Solutions as the most responsive and responsible bidder in the sum of $7,250 and authorize the Executive Director to contract for the same.

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

Nays: None

M. ACTUARIAL SERVICES – RFP
A single bid proposal for Governmental Accounting Standards Board Statement No. 75 ("GASB") actuarial valuation and recordkeeping services for MHA's retiree benefit program in the sum of $9,900 from Odyssey Advisors was analyzed by the Board.

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

VOTED: To award the bid for GASB actuarial valuation and recordkeeping services to Odyssey Advisors as the most responsive and responsible bidder in the sum of $9,900 and authorize the Executive Director to contract for the same.

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

Nays: None

N. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") – FY 2020 INCOME LIMITS

Fiscal Year 2020 Income Limits Documentation System from HUD for the Boston Metropolitan area by household members and three income limits 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 accept HUD's Income Limits for FY 2020 and adopt the same for federal public housing and section 8 program administration and eligibility determinations of various household sizes as follows:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Extremely Low (30%)</th>
<th>Very Low (50%)</th>
<th>Low (80%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Person</td>
<td>$26,850</td>
<td>$44,800</td>
<td>$67,400</td>
</tr>
<tr>
<td>Two Person</td>
<td>$30,700</td>
<td>$51,200</td>
<td>$77,000</td>
</tr>
<tr>
<td>Three Person</td>
<td>$34,550</td>
<td>$57,600</td>
<td>$86,650</td>
</tr>
<tr>
<td>Four Person</td>
<td>$38,350</td>
<td>$63,950</td>
<td>$96,250</td>
</tr>
</tbody>
</table>
Five Person
Extremely Low (30%) $ 41,450
Very Low (50%) $ 69,100
Low (80%) $103,950

Six Person
Extremely Low (30%) $44,500
Very Low (50%) $74,200
Low (80%) $111,650

Seven Person
Extremely Low (30%) $47,600
Very Low (50%) $79,300
Low (80%) $119,350

Eight Person
Extremely Low (30%) $50,650
Very Low (50%) $84,450
Low (80%) $127,050

Ayes: Mark A. Lawhorne, George N. Bayers, Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis
Nays: None

O. PROJECTDOG, INC. – INVOICE

An invoice dated March 22, 2020 from Projectdog, Inc. in the sum of $395 for services for E-bid for structural repairs to the second floor of 120 Mountain Avenue was studied by the Board.

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

VOTED: To approve and authorize payment to Projectdog, Inc. in the sum of $395 from the Capital Fund for E-bid fees for structural repairs to the second floor at 120 Mountain Avenue.

Ayes: Mark A. Lawhorne, George N. Bayers, Francis C. Boudrow, Joan M. Chiasson and Frank M. Molis
Nays: None

7. POLICIES AND CONTRACTS

None

8. CHARITABLE REQUESTS

A. BREAD OF LIFE – COVID-19
The Board reviewed a special appeal from the Bread of Life to help those in need during this time of uncertainty.

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

VOTED: To donate the sum of $200 to the Bread of Life for their special appeal to be paid from COCC funds.

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

Nays: None

9. CORRESPONDENCE AND NEWSLETTERS

- Adelaide Breed Bayrd Foundation – Letter on Deferred Distribution of Grant

10. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM

[Signature]
Francis C. Boudrow, Secretary

*THESE MINUTES WERE APPROVED BY VOTE OF THE MHA BOARD OF COMMISSIONERS AT THEIR REGULAR MEETING OF 4/28/2020, TO BE SIGNED WHEN THE PUBLIC HEALTH CRISIS IS ABATED