

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 8, 2021 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

MHA STAFF ATTENDING: Stephen G. Finn, Ed Fahey and Thomas P. Callaghan, Jr.

1. APPROVAL OF MINUTES OF MAY 25, 2021

The minutes of the meeting of May 25, 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 May 25, 2021 meeting as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of May 2021 totaling \$1,362,470.01 and the Revolving Fund payments for the month of May 2021 totaling \$898,638.72

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 bills and signing of checks for May 2021.

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

Nays: None

3. FINANCIAL MATTERS

A. PART-TIME SUMMER EMPLOYEES

The Executive Director received approval via email poll sent to the Board on May 27, 2021 allowing MHA employee's family members high school/college age children 16-22 to work in the MHA administration offices or at the Newland or Linden maintenance shop for up to 18

hours a week at the rate of \$13.50 per hour from June through August 2021 (summer recess) and later in the year into next year or over the holidays (if needed for shoveling and other purposes).

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

VOTED: To confirm the poll approval to allow MHA employee's family members' high school/college age children to work in the MHA administration offices or at the maintenance shops for up to 18 hours a week at the rate of \$13.50 per hour from June through August 2021 and later in the year into next year or over the holidays.

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

Nays: None

B. NEW ENGLAND REGIONAL COUNCIL NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS "NERC/NAHRO" – MID-WINTER VIRTUAL CONFERENCE

The Board was polled by the Executive Director by email on May 27, 2021 on the purchase of a full page ad in NERC/NAHRO's Annual Conference Program Book at the cost of \$175 and reiterated prior authorization of Commissioners and appropriate staff to attend the NERC/NAHRO Conference at MHA's cost.

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

VOTED: To confirm the poll approval to include the purchase of a full page ad in NERC/NAHRO's Annual Conference Program Book at the cost of \$175 and authorize Commissioners and appropriate staff to attend the NERC/NAHRO Conference at MHA's cost.

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

Nays: None

C. AFFORDABLE HOUSING ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS ("AHACPA") PUBLIC HOUSING AUTHORITY ("PHA") CONFERENCE WEBINAR

The Executive Director received approval via email poll sent to the Board on May 27, 2021 for Carla Svendsen, Financial Director and James Gordon, MHA's Fee Accountant to attend the AHACPA PHA Conference Webinar from June 9-11, 2021.

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

VOTED: To confirm the poll approval to allow Carla Svendsen, Finance Director and James Griffin, Fee Accountant to attend the virtual AHACPA Public Housing Financial Conference from June 9-11, 2021 at MHA's cost to be paid by the Central Office Cost Center ("COCC").

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

Nays: None

D. CANTONESE TRANSLATION

The Executive Director received approval via email poll sent to the Board on May 27, 2021 for the quote from Baystate Interpreters in the sum of \$1,751.34 for the translation of MHA's State public housing lease into Cantonese, as required by MHA's Limited English Proficiency Plan.

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

VOTED: To confirm the poll approval to pay Baystate Interpreters the amount of \$1,751.34 to translate MHA's State public housing lease into Cantonese with cost to be paid by the COCC.

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

Nays: None

E. CBI CONSULTING INC. ("CBI") – INVOICES (4)

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

<u>Dated</u>	<u>Development</u>	<u>Amount</u>	<u>Services</u>
05/24/21	630 Salem Street	\$1,726.25	Design work on balcony
05/24/21	120 Mountain Avenue	2,555.00	Design work on balcony
05/22/21	Springdale Development	2,907.80	Design work on roof replacement
05/22/21	Forestdale Development	<u>1,650.00</u>	ModPhase project
		<u>\$8,839.05</u>	TOTAL

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

VOTED: To approve and authorize payment in the total sum of \$8,839.05 with the 1st invoice to be paid from the Capital Fund or otherwise as may be determined and the 2nd invoice to be paid from the Capital Fund with the 3rd and 4th invoices to be submitted to Massachusetts Department of Housing and Community Development ("DHCD") for processing.

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

Nays: None

F. MIKE'S CONSTRUCTION CO., INC. ("MIKE'S") – INVOICE

An Application and Certificate for Payment dated May 25, 2021 from Mike's in the sum of \$86,830 for completed work on the Springdale Roof Replacement project was analyzed 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 Mike's in the sum of \$86,830 for the roof replacement project at Springdale and submit the invoice to DHCD for processing.

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

Nays: None

G. MIKE'S – CHANGE ORDER

The Board studied a change order dated June 3, 2021 from Mike's for the replacement of rotted wood on the Springdale Roof Replacement project in the sum of \$3,650.

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

VOTED: To approve and authorize the change order from Mike's in the amount of \$3,650 for replacement of rotted wood on the Springdale Roof Replacement project, to increase the project's budget by that amount and for the Executive Director to approve the change order in DHCD's CapHub system.

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

Nays: None

H. MHA'S 2020 AND 2021 DECLARATION OF TRUSTS – REIMBURSEMENT

An invoice dated June 1, 2021 in the sum of \$3,996.86 from Kelliher & Callaghan for registration and recording costs related to MHA's 2020 and 2021 HUD Modernization Declaration of Trusts and regular direct cost billing was perused by the Board.

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

VOTED: To approve and authorize payment to Kelliher & Callaghan in the sum of \$3,996.86 for registration/recording costs related to MHA's 2020 and 2021 HUD Modernization Declaration of Trusts with payment made from the Capital Fund's 1408 account.

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

Nays: None

I. MALDEN REDEVELOPMENT AUTHORITY (“MRA”) – ENVIRONMENTAL REVIEW – INVOICE

The Board examined an invoice dated May 25, 2021 from the MRA for environmental review of MHA’s 2021 Capital Fund Annual Statement and 2021-2025 Five Year Capital Plan in the sum of \$807.80

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

VOTED: To authorize and approve payment in the sum of \$807.80 to the MRA for environmental review services of MHA’s 2021 Capital Fund Annual Statement and 2021-2025 Five Year Capital Plan to be paid from the Capital Fund’s 1408 account.

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

Nays: None

J. BCM CONTROLS CORPORATION (“BCM”) – INVOICES (4)

Four (4) invoices from BCM for surveillance system and electronic access service agreements at the various following Federal developments were scrutinized by the Board:

06/02/21	Suffolk Manor	\$8,792.00
06/01/21	630 Salem Street	15,153.80
06/01/21	120 Mountain Avenue	14,428.80
06/01/21	89 Pearl Street	<u>9,056.80</u>
	TOTAL	<u>\$47,431.40</u>

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

VOTED: To approve the four (4) invoices for surveillance system and electronic access service agreements at the MHA developments as itemized above and authorize the Executive Director to pay the total sum of \$47,431.40 with payment allocated to the AMP’s served.

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

Nays: None

K. MALDEN POLICE DEPARTMENT – INVOICES (5)

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

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/21/21	24656	\$1,054.60
05/24/21	24669	844.45
05/25/21	24686	554.05
05/25/21	24699	290.40
05/26/21	24708	<u>263.65</u>
	TOTAL	<u>\$3,007.15</u>

After due discussion and upon motion duly made by William P. Hurley 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 \$3,007.15 as appropriate from the AMP's served.

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

Nays: None

L. MAINTENANCE PROMOTION

The Executive Director announced that Steve Graffam, Foreman of Forestdale has given notice of retirement effective June 15, 2021. John Moreschi and Eric Svenson have recommended promoting Mike Gilligan to 2nd Assistant Foreman increasing his salary to \$80,850 for the remainder of this fiscal year.

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 the promotion of Mike Gilligan to 2nd Assistant Foreman increasing his salary to \$80,850 for the remainder of this fiscal year.

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

Nays: None

M. U.S. INSPECTION GROUP, INC. – TRAINING

The Board considered an undated training invoice in the sum of \$6,900 from U.S. Inspection Group, Inc. for REAC Uniform Physical Conditions Standards National Standard for

the Physical Inspection of Real Estate ("REAC UPCS/NSPIRE"). The training is for up to 40 participants of MHA's Public Housing Administrative and Maintenance staff.

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

VOTED: To approve and authorize payment to conduct onsite REAC UPCS/NSPIRE training in the amount of \$6,900 to U.S. Inspection Group for all MHA Public Housing Administrative and Maintenance Staff, to be paid from the Capital Fund's 1408 account, AMP's and COCC for any Executive Staff also in attendance.

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

Nays: None

4. POLICIES AND CONTRACTS

A. CRIMINAL OFFENDER RECORD INFORMATION ("CORI") – REVISIONS

The Executive Director distributed revisions to MHA's CORI Policy for the Board's review.

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

VOTED: To adopt, approve and authorize MHA's CORI Policy to be implemented immediately.

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

Nays: None

5. CHARITABLE REQUESTS

A. TRIANGLE, INC.

A solicitation from Triangle, Inc. was analyzed by the Board.

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

VOTED: To approve and authorize a donation in the amount of \$250 to Triangle, Inc.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. JUNETEENTH – HOLIDAY

The Board discussed the inclusion of Juneteenth Day (Saturday, June 19, 2021) as a floating holiday for MHA staff to be taken with supervisory approval during the current calendar year.

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

VOTED: To approve and authorize the inclusion of Juneteenth Day (Saturday, June 19, 2021) as a floating holiday for MHA staff to be taken with supervisory approval during the current calendar year.

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

Nays: None

B. NAHRO NEWS

The May/June Edition of the NAHRO News was distributed to the Board.

No further action was necessary.

7. OPEN DISCUSSION

A. MHA'S PUBLIC HOUSING AUTHORITY PLAN ("PHA PLAN") PUBLIC HEARING

The Board was reminded that MHA's PHA Annual Plan Public Hearing is scheduled for Tuesday, June 22, 2021 at 9:00 AM.

No further action was necessary.

ADJOURNMENT

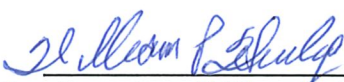
After due discussion and upon motion duly made by Frank M. Molis and seconded by William P. Hurley, it was unanimously

VOTED: To adjourn.

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

Nays: None

Adjourned at 5:55 PM



Acting Secretary, William P. Hurley

SEAL