

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 26, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

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

**1. APPROVAL OF MINUTES OF APRIL 5, 2016**

The minutes of the April 5, 2016 Board meeting were not available.

No further action was necessary at this time.

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

There were no bills or signing of checks.

No further action was necessary at this time.

**3. FINANCIAL MATTERS**

**A. ENLIGHTENED ENERGY CONSULTANT ("EEC") – INVOICE**

An invoice dated April 19, 2016 from EEC in the sum of \$4,050 for consulting services on oversight of the Energy Performance Contract ("EPC") was studied by the Board.

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

VOTED: To approve and authorize payment to EEC in the sum of \$4,050 from the COCC for EPC consulting services.

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

Nays: None

**B. SECTION 8 ADMINISTRATORS ASSOCIATION – CONFERENCE**

The Board was presented with a Purchase Order for the Section 8 Administrators Association Conference on May 5, 2016 in Dedham, MA. It was noted that nine (9) MHA staff members would be in attendance at \$100 per staff member.

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

VOTED: To approve and authorize nine (9) MHA staff members to attend the Section 8 Administrators Association Conference on May 5, 2016 for the total sum of \$900 with cost to be allocated by the Finance Director against the AMPs, Section 8 and the COCC.

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

Nays: None

**C. GUYDER HURLEY, CPA – INVOICE**

An invoice dated April 19, 2016 from Guyder Hurley, CPA for the draft audit of MHA's Financial Statements and the Massachusetts Department of Housing and Community Development ("DHCD") audit in the sum of \$14,920 was reviewed by the Board.

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

VOTED: To approve and authorize payment to Guyder Hurley, CPA in the sum of \$14,920 for said audits.

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

Nays: None

**D. FERENTINOS ARCHITECTURE – INVOICES (2)**

The Board reviewed two invoices dated April 18, 2016 for architectural services for the window replacement design at Rockland Avenue in the sum of \$5,000 and partial roof replacement design at the Forestdale development in the sum of \$3,360.

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

VOTED: To approve and authorize payment to Ferentinos Architecture in the total sum of \$8,360 and submit same to DHCD for processing.

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

Nays: None

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

Five (5) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street were considered by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/08/16	13207	\$442.82
04/12/16	13237	442.82
04/14/16	13260	221.41
04/19/16	13267	442.82
04/22/16	13300	442.82
	TOTAL	<u>\$1,992.69</u>

After due discussion and upon motion duly made by Joan M. Chiasson 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 \$1,992.69 with costa allocated against the AMPs served.

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

Nays: None

**F. MALDEN YMCA – INVOICES (2)**

The Board analyzed two (2) invoices from the YMCA dated February 29, 2016 in the sums of \$2,177.92 for Linden and \$1,550.18 for the Newland Street After School Program.

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

VOTED: To approved and authorize payment to the YMCA in the amounts of \$2,177.92 for the Linden and \$1,550.18 for the Newland Street after School Programs.

Ayes: George N. Bayers

Abstain: Joan M. Chiasson and Frank M. Molis

Nays: None

**G. SECURITY SERVICE AGREEMENTS (4) – BCM CONTROLS CORPORATION**

Edward F. Fahey, Procurement & Modernization Director presented annual Security Service Agreements from BCM Controls Corporation for the period June 1, 2016 through May 31, 2017, including maintenance of the fob key system and security cameras for the following sites:

89 Pearl Street	\$ 8,730.28
120 Mountain Avenue	13,626.90
312 Bryant Street	7,391.28
630 Salem Street	<u>14,300.52</u>
TOTAL	\$44,048.98

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

VOTED: To approve and authorize the 2016-2017 Security Service Agreements listed above and payment in the total sum of \$44,048.98 to BCM Controls Corporation with costs allocated to the AMPs listed.

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

Nays: None

**H. AFFORDABLE HOUSING NETWORK, LLC (“AFFORDABLE”) – LICENSE AGREEMENT**

The Board studied an undated License Agreement from Affordable in the sum of \$300 for a study of fair market rents for the Section 8 program.

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

VOTED: To approve and authorize payment from Section 8 to Affordable in the sum of \$300 for the study of Section 8 fair market rents.

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

Nays: None

**I. HAB HOUSING SOFTWARE SOLUTIONS (“HAB”) – INVOICE**

An invoice dated April 21, 2016 for the HAB training conference in the sum of \$6,990 was analyzed by the Board. Ten (10) MHA staff employees attended the training with costs allocated by development/AMP.

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

VOTED: To approve and authorize payment to HAB in the sum of \$6,990 with costs allocated against the COCC, AMPS, CFp and Section 8 as determined by the Finance Director.

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

Nays: None

**J. WEGOWISE, INC. ("WEGOWISE") – INVOICE**

The Board studied an invoice dated April 22, 2016 from WegoWise in the amount of \$6,597.50 for utility reporting and tracking for the Federal developments and State properties in the sum of \$2,158.

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

VOTED: To approve payment to WegoWise in the amount of \$6,597.50 for Federal utility reporting and information and \$2,158 for the State properties.

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

Nays: None

**K. UNIFORM FEDERAL ACCESSIBILITY STANDARDS ("UFAS") UPGRADES – REQUEST FOR PROPOSAL ("RFP")**

The Board reviewed a memo from Edward Fahey, Director of Procurement and Modernization, on the bid proposals for the UFAS accessibility upgrades with a detailed letter from CBI Consulting, Inc. ("CBI") on the review of the proposals. It was recommended that L&H Construction, Inc. be awarded the contract for the sum of \$1,546,420 as the most responsive and responsible bidder. It was noted that GTC Construction was the low bidder, but the review and due diligence by CBI of GTC Construction was not satisfactory.

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

VOTED: To award the UFAS accessibility upgrade contract to L&H Construction, Inc. as the most responsive and responsible bidder and authorize the Executive Director to execute the contract with L&H Construction, Inc. in the sum of 1,564,420.

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

Nays: None

**L. ENERGY MANAGEMENT CONSULTANT – RFP**

Three (3) RFP's were examined by the Board for energy management and consulting services. It was noted that one bidder did not submit an hourly fee. Edward Fahey recommended SourceOne, Inc. as the most responsive and responsible bidder with a price of \$250 per hour.

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

VOTED: To award the bid for energy management and consulting services to SourceOne, Inc. as the most responsive and responsible bidder and authorize the Executive Director to execute the contract with Source One in accordance with hourly rates provided.

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

Nays: None

4. **POLICIES**

A. **PROCUREMENT POLICY**

The Executive Director distributed the draft Procurement Policy for the Board's review.

No further action was necessary.

5. **CHARITABLE REQUESTS**

A. **SPECIAL OLYMPICS SUMMER GAMES**

A solicitation from the Special Olympics Summer Games was perused by the Board.

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

VOTED: To approve and authorize a contribution of \$100 from the COCC to the Special Olympics Summer Games.

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

Nays: None

B. **THE GOLDEN TORNADO CLUB – CHANGING LANES BOWLING TOURNAMENT**

The Board examined a letter from the Golden Tornado Club dated April 11, 2016 inviting participation in a bowling fundraiser for the benefit of the Golden Tornado Club.

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

VOTED: To approve and authorize the contribution of \$250 from the COCC to the bowling tournament for the Golden Tornado Club.

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

Nays: None

**C. AGASSIZ VILLAGE**

A solicitation from Agassiz Village was recognized by the Board. The Executive Director reminded the Board that Newland Street children have been receiving scholarships to attend Agassiz Village in the summer.

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

VOTED: To approve and authorize a charitable contribution to Agassiz Village in the sum of \$100 from the COCC.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("NERC/NAHRO")**

The Board considered an advertisement in the Program Book for the NERC/NAHRO 2016 Annual Conference and Exhibition to be held in North Falmouth, MA from June 19 thru June 22, 2016.

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

VOTED: To approve and authorize the purchase of a one-half page ad in the NERC/NAHRO 2016 Annual Conference and Exhibition Program Book at a cost of \$100 to be paid from the COCC.

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

Nays: None

**B. MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS ("MAPPO")**

It was announced that the MAPPO Spring Conference will be held in Devens, MA from Thursday May 18 thru May 19, 2016.

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

VOTED: To approve and authorize the Executive Director and the Director of Modernization and Procurement to attend the MAPPO Spring Conference, including transportation, lodging and meals.

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

Nays: None

**6. CORRESPONDENCE AND NEWSLETTERS**

The following were transmitted to the Board:

- Leo Dauwer Conference
- Malden Catholic High School – Thank you
- East Boston Savings Bank – Business Breakfast
- Mass/NAHRO Annual Conference
- NAHRO News

**7. OPEN DISCUSSION****A. SAFETY AND SECURITY CAPITAL FUND GRANT**

The Board had previously approved the application to the U.S. Department of Housing and Urban Development's ("HUD") for a Safety and Security Capital Fund Grant which requires a Certification of Compliance with the MHA's plans and related regulations to be executed by the Chairperson.

VOTED: To authorize and approve the Chairperson to execute the Certification of Compliance with Public Housing Authority Plans and Related Regulations and submit same as part of MHA's 2016 HUD Safety and Security Grant application.

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

Nays: None

**ADJOURNMENT**

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

VOTED: To adjourn

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

Nays: None

Adjourned at 6:00 PM

  
Joan M. Chiasson, Secretary