

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 28, 2015 at 5:00 PM at the Linden Community Room, 74 Wescott Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: Frank M. Molis, Chairperson, George N. Bayers, Joan M. Chiasson and Barbara A. Purcell.

COMMISSIONERS

ABSENT: Francis C. Boudrow

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

1. AGASSIZ VILLAGE PRESENTATION

Cliff Simmonds, Executive Director, and Thomas Semeta, Camp Director presented a slide show of Agassiz Village. Also in attendance were MHA families, whose children had stayed at the Camp, providing their thoughts on their personal growth and positive experience from attending Agassiz.

The Camp experience for MHA children is made possible through the generous scholarships given by the Adelaide Breed Bayrd Foundation to children of MHA tenants.

No further action was necessary.

2. APPROVAL OF MINUTES – APRIL 14, 2015

The minutes of April 14, 2015 were reviewed by the Board and after due discussion and upon motion duly made by Barbara A. Purcell and seconded by George A. Bayers, it was unanimously

VOTED: To approve and authorize the minutes of April 14, 2015 as submitted.

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

Nays: None.

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

None.

4. **FINANCIAL MATTERS**

A. **FINANCIAL STATEMENT – ACCOUNTANT’S COMPILATION REPORT**

The Board received a transmittal letter from Howard Gordon, CPA on the Accountant’s Compilation Report as of March 31, 2015.

No further action was necessary.

B. **DISPOSITION OF MOTOR VEHICLE**

The Executive Director explained the disposition policy for old, excess vehicles with Scott Fitzpatrick providing the high bid of \$750 on the 1995 Ford Pickup Truck (Model F-350).

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize the sale of the 1995 Ford Pickup Truck to Scott Fitzpatrick for the sum of \$750.

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

Nays: None.

C. **CONTINUUM OF CARE PROGRAM**

The Board reviewed the award letter from the U.S. Department of Housing and Urban Development (“HUD”) granting \$120,000 for rental assistance and \$6,116 for administrative costs for the Continuum of Care Program.

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

VOTED: To confirm and accept the grant from HUD for the Continuum of Care Program and authorize the Executive Director to sign and submit the grant contract documents to HUD.

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

Nays: None.

D. **FIRE ALARM SYSTEMS REPLACEMENT – BID PROPOSALS**

A memorandum from Edward Fahey, the Director of Modernization and Procurement, was studied by the Board itemizing the bids for the fire alarm replacement at 13 Rockland Avenue as follows:

American Service Company	\$18,250
Professional Fire & Security, Inc.	\$11,389

All-Tech Electric, Inc.

\$8,464

It was recommended that All-Tech Electric, Inc. be awarded the bid as the most responsive and responsible bidder in the sum of \$8,464 and the bid be submitted to the Massachusetts Department of Housing and Community Development ("DHCD").

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

VOTED: To accept the bid proposal from All-Tech Electric, Inc. as the most responsive and responsible bidder in the sum of \$8,464 for the fire alarm replacement at 13 Rockland Avenue.

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

Nays: None.

E. ROCA, INC. ("ROCA") – INVOICE

The Board scrutinized an invoice dated April 6, 2015 from Roca in the sum of \$2,924.93 for monthly custodial maintenance and services. Also the Executive Director informed the Board that effective June 30, 2015, MHA would not renew the contract with Roca.

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 Roca in the sum of \$2,924.93 for monthly custodial maintenance.

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

Nays: None.

F. HAB HOUSING SOFTWARE SOLUTIONS ("HAB") – STATE REQUIREMENT

The Executive Director explained the requirement to upload MHA's local wait list to a State applicant centralized wait list program on short notice from DHCD. An invoice in the sum of \$500 for required custom programming by HAB to upload MHA's local wait list as required was submitted to the Board for payment.

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

VOTED: To approve and authorize payment to HAB in the sum of \$500 for custom programming for the State public housing program centralized waiting list.

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

Nays: None.

G. BARRACUDA – INVOICES (2)

The Board analyzed an invoice from Barracuda dated April 18, 2015 in the sum of \$600 for Cloud Storage services for one year and an additional invoice dated April 22, 2015 in the sum of \$1,799 for spam firewall services for three years.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to Barracuda in the sums of \$600 and \$1,799 for information technology services.

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

Nays: None.

H. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board considered two (2) invoices from the Malden Police Department for detail services at Newland Street and 630 Salem Street as follows:

Invoice No. 11064	April 14, 2015	\$564
Invoice No. 11093	April 22, 2015	\$564

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department for two (2) invoices for police details as itemized above in the total sum of \$1,128.

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

Nays: None.

I. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN

The Executive Director shared a letter from the Mayor requesting MHA's support in the sum of \$20,000 for the transportation program for Malden's seniors.

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

VOTED: To approve and authorize payment the City of Malden in the sum of \$20,000 for the City's transportation program for Malden's seniors, inclusive of eligible MHA resident families.

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

Nays: None.

J. CAPEWAY ROOFING SYSTEMS, INC. ("CAPEWAY") – INVOICE

The final invoice dated April 22, 2015 from Capeway in the sum of \$50,047.25 for the roof replacement work at 120 Mountain Avenue was examined by the Board.

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

VOTED: To approve and authorize final payment to Capeway in the sum of \$50,047.25 for the roof replacement at 120 Mountain Avenue.

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

Nays: None.

K. TARGET CONSTRUCTION, LLC ("TARGET") – CERTIFICATE OF SUBSTANTIAL COMPLETION

A Certificate of Substantial Completion for the site repairs at Forestdale, Rockland Avenue and Clement Street by Target was evaluated by the Board. The Executive Director stated that the job has been satisfactory completed.

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

VOTED: To approve the Certificate of Substantial Completion for the Target contract for site repairs at Forestdale, Rockland Avenue and Clement Street.

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

Nays: None.

L. MAINTENANCE PERSONNEL – SALARY INCREASES

The Board discussed a rate increase of \$.72 per hour for P. J. Antonetti and P. J. Robinson, both maintenance laborers for MHA.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize a rate increase of \$.72 per hour for the remainder of the fiscal year, beginning 5/4/2015, for MHA Maintenance Principal Laborers P. J. Antonetti and P. J. Robinson.

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

Nays: None.

5. POLICIES

A. PUBLIC HOUSING AUTHORITY ("PHA") 5-YEAR AND ANNUAL PLAN – REVISION – DEFINITION OF A SUBSTANTIAL DEVIATION, SIGNIFICANT AMENDMENT OR MODIFICATION TO THE MHA FIVE YEAR AND ANNUAL PLAN

The Board considered a change to the definition of Substantial Deviation as follows:
 "... **programmatically** administrative **and/or** financial relief, **and/or revisions to MHA policies, utility allowance schedules, subsidy and/or voucher payment standards that are to the benefit of MHA public housing and assisted families**, will not be considered a significant amendment that requires formal approval by the MHA Board of Commissioners."

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 the PHA Plan Definition of a Substantial Deviation, Signification Amendment or Modification to MHA's Five Year and Annual Plan as stated above.

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

Nays: None.

6. CHARITABLE REQUESTS

None.

7. CORRESPONDENCE AND NEWSLETTERS

None.

8. OPEN DISCUSSION

A. BOARD MEMBER CERTIFICATION PROGRAM

The Massachusetts National Association of Housing and Redevelopment Officials ("Mass/NAHRO") has offered free tuition to the Board Member Certification Program to one resident board member per agency.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize any Board member to attend Mass/NAHRO Board Member Certification Program.

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

Nays: None.

B. CITIZENS' HOUSING AND PLANNING ASSOCIATION ("CHAPA") – NORTH EAST HOUSING NETWORK ANNUAL CONFERENCE

Gail Neibaur has been invited to attend the New England Housing Network Annual Conference scheduled in Washington, D.C. from May 19 thru May 20, 2015.

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

VOTED: To approve and authorize Gail Neibaur to attend the North East Housing Network Annual Conference including reimbursement for transportation, lodging and meals relating to the same.

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

Nays: None.

C. MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS ("MAPPO")

The MAPPO Spring Conference will be held in Devens, MA from Thursday May 14 thru May 15, 2015.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, 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: Frank M. Molis, George N. Bayers, Joan M. Chiasson and Barbara A. Purcell.

Nays: None.

D. NATIONAL GRID – ENERGY EFFICIENCY SUMMIT

A flyer for the 2015 Energy Efficiency Summit was distributed to the Board. The summit will be held on Thursday, October 15, 2015 at Gillette Stadium, Foxboro, MA.

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

VOTED: To approve and authorize appropriate MHA staff to attend the National Grid Energy Efficiency Summit.

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

Nays: None.

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:30 PM


, Secretary