

**MEETING OF THE MALDEN HOUSING AUTHORITY**

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

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Frank M. Molis, Joan M. Chiasson and Mark A. Lawhorne (Tardy)

MHA STAFF: Gail Neibaur, Edward Fahey and Deborah Lungo

COMMISSIONERS ABSENT: Francis C. Boudrow

**1. APPROVAL OF MINUTES OF MARCH 22, 2016**

The minutes of the March 22, 2016 Board meeting were reviewed by the Board and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of March 22, 2016 as submitted.

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

Nays: None

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

The Board reviewed the list of bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To approved the bills and signing of checks as submitted.

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MHA 2016 CAPITAL FUND SAFETY AND SECURITY GRANT ACCEPTANCE RESOLUTION 2016-08**

The Board considered a Public and Indian Housing ("PIH") notice regarding emergency funding for safety and security measures submission of an application in the amount of \$250,000.

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

**RESOLVED AND VOTED:** Resolution No. 2016-08 To authorize and approve the Executive Director to submit, on behalf of the MHA's Linden Family Development, a fully completed 2016 Safety and Security Capital Fund Grant application to HUD in the amount of \$250,000

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

Nays: None

**B. DISPOSITION OF BOILERS AND EQUIPMENT AT NEWLAND STREET**

The Procurement Director is seeking approval from the Board to dispose of the old boilers at Newland Street.

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

VOTED: To authorize and approve the disposition of the central boiler plant equipment from MHA's Newland Street Development

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

Nays: None

**C. DISPOSITION OF FIVE (5) VEHICLES**

The Procurement Director is seeking approval from the Board to dispose of several Vehicles' that are going to be replaced by new ones. He would like approval to sell at auction, place a bid on the street or donate to either the City of Malden or a Technical School.

2003 Chev 2500  
1999 Ford F-250  
1995 Ford F-350  
2005 Ford F-250  
2007 Ford F-250

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

VOTED To authorize and approve the disposal of the (5) vehicles listed above by the Procurement Director in accordance with the MHA's Disposition Policy.

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

Nays: None

**D. ATC GROUP SERVICES, LLC – INVOICE**

The Board was presented with an invoice dated January 29, 2016 in the amount of \$3,075 from ATC Group Services for lead Inspections of the nine (9) 504 project units and site office at Newland Street.

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

VOTED: To approve payment of invoice #1933864 in the amount of \$3,075 to ATC Group Services, LLC for de-leading of the (9) Units at the 504 project at Newland Street.

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

Nays: None

**E. CBI CONSULTING INC. (“CBI”) – INVOICE**

The Board studied an invoice #24702 dated March 25, 2016 in the amount of \$3,028 for services relating to the 504 project at Newland Street.

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 CBI in the sum of \$3,028 from MHA’s CFP 1430 account for design services for the Newland Street 504 accessibility project.

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

Nays: None

**F. DIANE COHEN (“COHEN”) – INVOICE**

The Board examined an invoice dated April 1, 2016 in the amount of \$2,950 from Diane Cohen for services to the tenant selection department and the section eight department.

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

VOTED: To authorize and approve payment to Diane Cohen in the sum of \$2,950 for consulting services to the tenant selection and Section 8 departments with cost allocated between COCC and Section 8.

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

Nays: None

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

The Board analyzed an invoice from SG Risk Management dated April 1, 2016 in the sum of \$573.75 for insurance consulting services.

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

VOTED: To authorize and approve payment to SG Risk Management in the sum of \$573.75 from the COCC for insurance consulting services.

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

Nays: None

**H. MALDEN POLICE DEPARTMENT – INVOICES (6)**

Six invoices from the Malden Police Department for police details at Newland Street and 630 Salem Street were studied by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
3/14/16	13027	\$ 442.82
3/23/16	13066	442.82
3/23/16	13076	221.41
3/25/16	13089	221.41
3/29/16	13110	664.23
4/01/16	13151	<u>221.41</u>
	TOTAL	\$2,214.10

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

VOTED: To authorize and approve payment to the Malden Police Department in the total sum of \$2,214.10 for police details with cost allocated between AMPs served.

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

Nays: None

**I. JAMES M. HENNESSEY – INVOICE**

The Board studied an invoice from James Hennessy dated April 5, 2016 in the amount of \$2,212.50 for Section 8 Quality Control and public housing inspectional services.

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

VOTED: To authorize and approve payment to James M.

Hennessey in the amount of \$2,212.50 for inspectional services allocated between Section 8 and MHA's 400-1 program.

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

Nays: None

**4. POLICIES AND CONTRACTS**

**A. CONTRACT FOR ROOF REPLACEMENT DESIGN SERVICES 667-3**

The Procurement Director presented to the Board a Scope of Services Contract from Ferentinos Architecture for partial roof replacement and repair at Forestdale. The construction budget for this project is \$6,164 and the design fee is \$3,960.

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

VOTED: To authorize and approve the Executive Director to execute the contract with Ferentinos Architecture for design engineering of the Forestdale partial roof replacement and repair project.

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

Nays: None

**B. CONTRACT FOR EXTERIOR WINDOW REPLACEMENT SERVICES 689-1**

The Board was presented a Scope of Services Contract by the Procurement Director from Ferentinos Architecture for the construction budget of \$25,986 and the design fee of \$6,398.

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

VOTED: To authorize and approve the Executive Director to execute the contract with Ferentinos Architecture for design engineering of exterior window replacement at Rockland Avenue.

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

Nays: None

**5. CHARITABLE REQUESTS**

None at this time.

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **2016 NERC/NAHRO ANNUAL CONFERENCE**

The NERC/NAHRO 2016 Annual Conference was presented to the Board for consideration.

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 attendance at the NERC/NAHRO conference for commissioners and appropriate staff.

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

Nays: None

7. **OPEN DISCUSSION**

None.

**ADJOURNMENT**

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

VOTED: To adjourn.

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

Nays: None

Adjourned at 5:25 PM

  
Joan M. Chiasson, Secretary