

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, April 8, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

ALSO PRESENT: Anthony Moreschi, Representative of Congressman Clark's
Office

1. APPROVAL OF MINUTES – MARCH 18, 2014

The minutes of March 18, 2014 were 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 the minutes of March 18, 2014 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Frank M. Molis, and seconded by George N. Bayers, it was unanimously

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

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

Nays: None.

3. FINANCIAL MATTERS

A. 2014 CAPITAL FUND GRANT ACCEPTANCE

The Board reviewed the 2014 Capital Fund program and the Five Year Action Plan as presented by the Executive Director.

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

RESOLVED AND VOTED: **Resolution No. 2014-03** to accept the U.S. Department of Housing and Urban Development's ("HUD") 2014 Capital Fund Grant Program award to MHA in the amount of \$1,745,692 and to amend the MHA's Five Year Action Plan, and to authorize and approve the Executive Director to sign, acquire and submit, as required, three (3) packages of documents to HUD, each containing:

An original form HUD-52840-A evidencing the MHA's 2014 Capital Fund Grant MA06P02250114 Original Annual Statement/Performance and Evaluation Report; an original CFP/ACC Amendment "Page 2", signed by Malden's Mayor Gary Christenson and attested to under seal by Malden's City Clerk, Karen Anderson; a signed HUD Environmental Certification from Malden Redevelopment Authority's Executive Director, Deborah Burke; and an original form HUD-50075.2, Five Year Action Plan form for MHA CFP Grant Years 2014-2018, inclusive; and all requisite and related HUD Certifications and other documentation.

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

Nays: None.

4. CBI CONSULTING, INC. ("CBI") – CLEMENT STREET RENOVATIONS

The Executive Director informed the Board that CBI was given priority ranking by the Massachusetts Department of Housing and Community Development ("DHCD") to design the renovations of Clement Street under the High Level Asset Protection Program ("HILAPP") under which the Department of Mental Health is contributing \$600,000 and DHCD is funding \$1,200,000.

Michael Teller, A.I.A. from CBI made a presentation to the Board on CBI's past experience in similar projects and the vision for Clement Street. Clement Street will be converted from 19 units to 12 units with the new units each having individual kitchens and baths.

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

VOTED: To approve CBI as the most responsive and responsible proponent and award the design contract for the Clement Street HILAPP project to CBI pursuant to the DHCD's Design Selection Committee process.

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

Nays: None.

3. FINANCIAL MATTERS – CONTINUED**B. DHCD SUBSIDY AGREEMENT RENEWAL**

The Board studied DHCD's Public Housing Notice 2014-05 on the renewal of DHCD's subsidy agreement.

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 Executive Director to execute the necessary documents to renew the Subsidy Agreement and submit the same to DHCD.

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

Nays: None.

C. REVERSE ARCHITECTURE – PROPOSAL

A proposal from Reverse Architecture dated March 27, 2014 in the sum of \$3,200 on architectural services for Springdale Street and Rockland Avenue properties was scrutinized by the Board. Edward Fahey, Director of Modernization and Procurement explained to the Board that MHA is in need of architectural services for the above referenced, relatively small renovations and Reverse Architecture is the most responsive and responsible bidder for the architectural services.

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

VOTED: To approve Reverse Architecture as the most responsive and responsible bidder and award the contract to Reverse for the sum of \$3,200 for architectural services for the renovations at Springdale Street and Rockland Avenue.

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

Nays: None.

D. HOT WATER TANK WORK

Edward Fahey presented to the Board his memorandum dated March 28, 2014 and explained the need to re-line the large hot water tanks at Suffolk Manor, 120 Mountain Avenue and 89 Pearl Street. Mr. Fahey recommended Cutter Protective Coatings, LLC as the most responsive and responsible bidder in the sum of \$21,675.

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

VOTED: To award the contract for hot water tank re-lining to Cutter Protective Coatings, LLC for the sum of \$21,675.

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

Nays: None.

E. BCM CONTROLS CORPORATION ("BCM") – INVOICE (120 MOUNTAIN AVENUE)

The Board examined an invoice dated March 26, 2014 from BCM in the sum of \$596 for the digitalization of the security system at 120 Mountain Avenue.

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

VOTED: To approve and authorize payment to BCM in the sum of \$596 for the digitalization of the security system at 120 Mountain Avenue.

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

Nays: None.

F. BCM – INVOICE (630 SALEM STREET)

An invoice dated March 26, 2014 from BCM in the sum of \$1,428 for security digitalization of the security system at 630 Salem Street was perused by the Board.

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

VOTED: To approve and authorize payment to BCM in the sum of \$1,428 for the digitalization of the security system at 630 Salem Street.

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

Nays: None.

G. BIDDOCS ONLINE ("BIDDOCS") – INVOICE

The Board examined an invoice from BidDocs dated March 24, 2014 in the sum of \$689.50 for technical services on the bids for site repairs for several state developments. The Executive Director explained this bill will be submitted to DHCD for payment.

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 BidDocs in the sum of \$689.50 for technical services on the bids for site repairs at the state developments.

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

Nays: None.

H. BIDDOCS – INVOICE

An invoice dated March 31, 2014 from BidDocs in the sum \$1,208.94 for technical services on the bids at Forestdale was analyzed by the Board. Again, this invoice will be submitted to DHCD for payment.

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 BidDocs in the sum of \$1,208.94 for technical services on the bids for site repairs at the Forestdale development.

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

Nays: None.

I. NORTHEAST ELECTRICAL DISTRIBUTORS (“NED”) – INVOICES

The Board reviewed several invoices totaling the sum of \$70,299.10 from NED for lighting (LED) conversion at Newland Street.

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 NED in the total sum of \$70,299.10 for conversion to LED lighting at Newland Street.

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

Nays: None.

J. LAMBRIAN CONSTRUCTION CORPORATION (“LAMBRIAN”) – INVOICE

An invoice dated March 31, 2014 in the sum of \$309,915.22 for accessibility renovations at 630 Salem Street was studied by the Board.

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 Lambrian in the sum of \$309,915.22 for accessibility renovations at 630 Salem Street.

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

Nays: None.

K. GAFFNY GROUP ("GAFFNY") – INVOICE

The Board scrutinized an invoice dated March 28, 2014 from Gaffny for addressing the water infiltration issue at 557 Pleasant Street in the sum of \$13,309.50. It was noted that the invoice included a subcontract with Thompson & Lichtner Company, Inc. in the sum of \$11,145.

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

VOTED: To approve and authorize payment to Gaffny in the sum of \$13,309.50 for water infiltration consulting at 557 Pleasant Street.

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

Nays: None.

L. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

An invoice dated March 31, 2014 from Siemens for work under the energy performance contract in the sum of \$522,811.43 was examined by the Board.

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

VOTED: To authorize and approve payment of the invoice from Siemens in the sum of \$522,811.43 for energy performance contracting services.

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

Nays: None.

M. CBI – INVOICE

The Board perused an invoice dated March 17, 2014 from CBI for Forestdale balcony repairs in the sum of \$1,350. The Executive Director reminded the Board the bill will be submitted to DHCD for payment.

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 CBI in the sum of \$1,350 and submit the same to DHCD for reimbursement.

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

Nays: None.

N. MALDEN POLICE DEPARTMENT – INVOICES (2)

Two invoices from the Malden Police were presented to the Board for details at Newland Street as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|----------------|
| 3/24/2014 | 9137 | \$1,128 |
| 4/01/2014 | 9205 | 1,504 |
| | Total | <u>\$2,632</u> |

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

VOTED: To approve and authorize payment to the Malden Police Department in the sum of \$2,632.

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

Nays: None.

O. MYSTIC VALLEY ELDER SERVICES, INC. (“MVES”) – INVOICE

An invoice dated April 2, 2014 from MVES for resident service coordinators in the sum of \$11,177.13 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 MVES in the sum of \$11,177.13 for resident service coordinators.

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

Nays: None.

P. MALDEN YMCA – INVOICE

The Board analyzed an invoice dated February 28, 2014 in the sum of \$1,658.03 from the Malden YMCA for transportation services.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,658.03 for transportation services.

Ayes: Barbara A. Purcell, George N. Bayers and Francis C. Boudrow.

Nays: None.

Abstain: Frank M. Molis and Joan M. Chiasson.

Q. MALDEN YMCA – INVOICE

An invoice dated February 28, 2014 for the Newland Street After School and Summer Program in the sum of \$1,358.21 from the Malden YMCA was reviewed by the Board.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,358.21 for the Newland Street After School and Summer Program.

Ayes: Barbara A. Purcell, George N. Bayers and Francis C. Boudrow.

Nays: None.

Abstain: Frank M. Molis and Joan M. Chiasson.

R. ROCA, INC. (“ROCA”) – INVOICE

The Board studied an invoice dated March 7, 2014 from Roca in the sum of \$3,801.84 for monthly maintenance.

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 \$3,801.84 for monthly maintenance.

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

Nays: None.

S. ROCA, INC. ("ROCA") – INVOICE

An invoice dated March 7, 2014 from Roca in the sum of \$2,030 for painting of vacant apartments was scrutinized by the Board.

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 Roca in the sum of \$2,030 for painting.

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

Nays: None.

T. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

The Board examined an invoice dated April 2, 2014 from GIC providing a credit to MHA in the sum of \$693.04.

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 acceptance of the credit from GIC in the sum of \$693.04.

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

Nays: None.

U. 2013 CAPITAL FUND PLAN

The Executive Director informed the Board that certain items in the 2013 Capital Fund Plan must be transferred from capital expenditures to operations, including the resident service coordinators provided by MVES and the Malden Police details. Also, the plan needs to be amended to fully incorporate the capital needs to address the water infiltration at 557 Pleasant Street.

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

VOTED: To approve the revised 2013 Capital Fund Plan and submit the same to HUD.

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

Nays: None.

V. URBAN AIR INC. ("URBAN AIR") – INVOICE

The Board considered an invoice dated March 18, 2013 from Urban Air in the sum of \$4,000 for information technology ("IT") which includes a direct expenditure for Web Site Refresh in the sum of \$1,800.

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 in the sum of \$4,000 to Urban Air for monthly IT services and web-site refreshing.

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

Nays: None.

W. CENTURY BANK – CERTIFICATE OF DEPOSIT ("CD")

The Executive Director informed the Board that a CD currently held at Century Bank became due in the sum of \$1,046,145.85 and Century Bank matched the highest bid from other financial institutions of 1%. Therefore, the CD was reinvested at Century Bank at 1% with a maturity date of May 15, 2014.

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

VOTED: To confirm the reinvestment of CD in the sum of \$1,046,145.85 at Century Bank at 1% for two (2) months.

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

Nays: None.

4. CHARITABLE REQUESTS

A. ST. ROCCO FRATERNAL ASSOCIATION OF MALDEN ("ST. ROCCO'S")

The Board considered a solicitation from St. Rocco's in conjunction with its celebration of its 85th Anniversary Feast.

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

VOTED: To approve and authorize a contribution of \$50 to St. Rocco's for a one-quarter page ad in the souvenir ad book.

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

Nays: None.

Abstain: Frank M. Molis.

5. CORRESPONDENCE AND NEWSLETTERS

The Executive Director transmitted various correspondence, including the Leo P. Dauwer Management Conference, the Mass/NAHRO 2014 Annual Conference and the NAHRO Newsletter.

No further action was necessary at this time.

6. OPEN DISCUSSION

A. PROCUREMENT POLICY

The Executive Director explained that there was a need for several amendments to the Procurement Policy to conform with state law, particularly changes to the bidding for small (\$5,000 to \$10,000) projects.

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

VOTED: To adopt the revised Procurement Policy.

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

Nays: None.

ADJOURNMENT


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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:40 PM


George Bayers, Secretary