

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 11, 2015 at 5:00 PM at the office of the Authority, 630 Salem 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, Thomas P. Callaghan, Jr., Edward Fahey and Deborah A. Lungo

1. APPROVAL OF MINUTES – JULY 21, 2015

The minutes of July 21, 2015 were reviewed by the Board and 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 minutes of July 21, 2015 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and 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 bills and signing of checks as submitted.

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

Nays: None.

3. FINANCIAL MATTERS

A. FEDERAL EMERGENCY MANAGEMENT AGENCY

The Executive Director presented a Sub-grant Application to the Federal Emergency Management Agency ("FEMA") for reimbursement for the January 26-28, 2015 snowstorm, which was declared a disaster. MHA is seeking an award of \$136,167.64 from FEMA.

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 confirm the Executive Director's execution and submittal of the Sub-grant Application to FEMA.

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

Nays: None.

B. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated July 27, 2015 in the sum of \$3,700 from CBI for draft reports on the 630 Salem Street deck investigation was considered by the Board.

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 CBI in the sum of \$3,700 on the 630 Salem Street deck investigation.

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

Nays: None.

C. CBI – INVOICE

The Board analyzed an invoice dated July 22, 2015 in the sum of \$1,312.50 from CBI for construction documents for the Newland Street Accessibility Project.

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 payment to CBI in the sum of \$1,312.50 for the Newland Street Accessibility Project.

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

Nays: None.

D. JUPITER ELECTRIC INC. ("JUPITER") – INVOICE

An invoice dated July 31, 2015 from Jupiter in the sum of \$29,209 for electric load center replacement at Springdale was studied by the Board.

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 to Jupiter in the sum of \$29,209 for load center replacement at Springdale and submit to Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (5)

The Board perused five (5) invoices from the Malden Police Department for police details at Newland Street and 630 Salem Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/20/15	11554	\$ 282
07/24/15	11572	376
07/28/15	11601	564
08/03/15	11623	564
08/10/15	11675	<u>376</u>
	TOTAL	<u>\$ 2,162</u>

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 in the total sum of \$2,162 for the police details.

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

Nays: None.

F. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICES (2)

Two (2) invoices dated July 22, 2015 in the sum of \$12,715.96 from MVES for resident service coordinators at the various developments for the month of June 2015 and in the sum of \$47.76 for coverage of a Forestdale event on June 30, 2015 were 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 approve and authorize payment to MVES in the sums of \$12,715.96 and \$47.76.

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

Nays: None.

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

The Board inspected an invoice dated August 3, 2015 for the month of July 2015 from Urban Air for monthly information technology services in the sum of \$2,100.

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 Urban Air for information technology services in the sum of \$2,100.

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

Nays: None.

H. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

An invoice from SG Risk dated August 1, 2015 in the sum of \$850 for insurance consulting services was assessed by the Board.

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 to SG Risk in the sum of \$850 for insurance consulting services.

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

Nays: None.

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

The Board inspected an invoice from GIC dated August 3, 2015 for MHA's health insurance premiums for employees and retirees for the period April 1, 2015 to June 30, 2015 in the sum of \$1,939.66.

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 an additional payment to GIC for health insurance premiums in the sum of \$1,939.66.

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

Nays: None.

J. BAYRING COMMUNICATIONS – SERVICE AGREEMENT

The Executive Director presented an executed cellular phone service agreement with Freedom Ring Communications L.L.C., doing business as BayRing Communications, and reminded the Board this matter was previously voted on at the July 21, 2015 Board meeting contracting with Total Asset Solutions (Avaya).

No further action was necessary at this time.

K. T- MOBILE TELEPHONE PACKAGE

The Executive Director detailed the proposed purchase of new cellular telephones from T-Mobile and also itemized the various details of the plans available. MHA's current cellular telephones are with Verizon Wireless.

The Board also discussed a MHA policy on ownership and MHA's access to cellular telephones.

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 contracting with T-Mobile for new cellular telephones based on the proposals with certain amendments.

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

Nays: None.

L. WHOLESALE AWNINGS INC. – INVOICE

An invoice dated August 11, 2015 from Wholesale Awnings Inc. in the sum of \$2,163.53 for repairs to awnings at 630 Salem Street and 120 Mountain Avenue were reviewed 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 payment to Wholesale Awnings Inc. in the sum of \$2,163.53 for repairs to awnings at 630 Salem Street and 120 Mountain Avenue.

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

Nays: None.

4. POLICIES

A. PERSONNEL POLICY

The Executive Director presented additional changes to the re-drafted MHA Personnel Policy and the Board discussed employee's signed receipt of the policies, dress code and incorporating a policy regarding bullying.

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

VOTED: To table the Personnel Policy to allow for revisions.

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

Nays: None

5. CHARITABLE REQUESTS

A. ROTARY CLUB OF MALDEN CHARITY, INC.

The Board examined a sponsor letter from the Rotary Club of Malden Charity, Inc. requesting sponsorship, ad book and/or tickets for its Award Banquet (Service Above Self) to be held October 28, 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 a sponsorship of \$100 by placing a one page ad in the program book of the Rotary Club of Malden Charity, Inc. Annual Awards Banquet.

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

Nays: None.

B. FRIENDS OF OAK GROVE, INC.

A solicitation from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Haunt Jaunt scheduled for October 18, 2015 was considered by the Board.

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

VOTED: To authorize and approve a \$100 donation to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Haunt Jaunt.

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

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

The Board received the following:

- National Association of Housing and Redevelopment Officials (“NAHRO”) Administrative Fee Study Data Analysis
- Office of the Inspector General – Program for board members covering fiduciary duties of board members, fraud prevention and detection, public records law, open meeting law and ethics law.
- HAB Software Solutions – Conference for its software users scheduled for April 10-12, 215 in Clearwater, FL.

7. **OPEN DISCUSSION**

A. **MALDEN YOUNG MEN'S CHRISTIAN ASSOCIATION – (“YMCA”)**

The Executive Director reviewed the status of the YMCA conveyance and presented the following Board Resolutions.

MHA BOARD RESOLUTION NO. 2015-06

RESOLVED AND VOTED: **Resolution No. 2015-06** To ratify and confirm the purchase of Units No. 1 and 2, Malden Armory Condominium, 125 Mountain Avenue, Malden, Massachusetts in accordance with the Purchase and Sale Agreement dated September 30, 2003 and the First Amendment to the Purchase and Sale Agreement dated February 28, 2005 and authorize the Executive Director to execute any restatement to effectuate an immediate purchase of said real estate.

Ayes: Barbara A. Purcell and George N. Bayers.

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

Nays: None.

MHA BOARD RESOLUTION NO. 2015-07

RESOLVED AND VOTED: **Resolution No. 2015-07** To approve and authorize the Executive Director to execute a Lease between the YMCA as tenant, and MHA as landlord, for Units No. 1 and 2, of the Malden Armory Condominium, 125 Mountain Avenue, Malden, Massachusetts and ratify and confirm the YMCA as service provider pursuant to said Lease.

Ayes: Barbara A. Purcell and George N. Bayers.

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

Nays: None.

MHA BOARD RESOLUTION NO. 2015-08

RESOLVED AND VOTED: **Resolution No. 2015-08** To establish a Trust for the benefit of the U.S. Department of Housing and Urban Development to accept the conveyance of Units No. 1 and 2 of the Malden Armory Condominium, 125 Mountain Avenue, Malden, Massachusetts, consisting of approximately 21,256 square feet, in consideration of \$3,650,000 paid previously.

Ayes: Barbara A. Purcell and George N. Bayers.

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

Nays: None.

MHA BOARD RESOLUTION NO. 2015-09

RESOLVED AND VOTED: **Resolution No. 2015-09** That the Executive Director be and is, further authorized, empowered and directed for and on behalf of the MHA, to do or cause to be done all such other acts and things as may be deemed by the Executive Director necessary or appropriate to carry out the impending purposes of the foregoing votes.

Ayes: Barbara A. Purcell and George N. Bayers.

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

Nays: None.

ADJOURNMENT

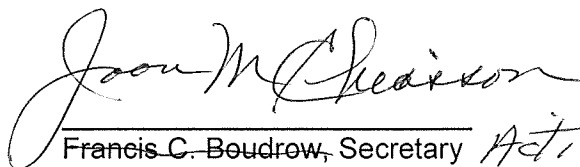
After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:15 PM


Francis C. Boudrow, Secretary *Acting*