

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 12, 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 N. Bayers,
PRESENT: Francis C. Boudrow and Joan M. Chiasson

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES – JULY 8, 2014 AND JULY 22, 2014

The minutes from the previous meetings of July 8, 2014 and July 22, 2014 were reviewed 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 the minutes of July 8, 2014 and July 22, 2014 as submitted.

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

Nays: None.

2. MHA EMPLOYEE RETIREMENT – RALPH TURPIN

The Executive Director presented a retirement letter from Ralph Turpin who has worked for MHA for over 42 years. Mr. Turpin specifically requested that he not receive any retirement gifts or parties. However, Mr. Turpin did request compensation for unused sick days and unused vacation.

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

VOTED: To accept Ralph Turpin's resignation with regret effective September 26, 2014.

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

Nays: None.

3. **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 Joan M. Chiasson, 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.

4. **FINANCIAL MATTERS**

A. **SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE**

The Board reviewed an invoice dated July 31, 2014 in the sum of \$1,147,317.97 under the Energy Performance Contract.

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 of the invoice from Siemens in the sum of \$1,147,317.97 and submit to East Boston Savings for bond payment.

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

Nays: None.

B. **MARINO CONSTRUCTION ("MARINO") – INVOICE**

An invoice dated August 6, 2014 in the sum of \$12,096 from Marino for construction at Rockland Avenue was studied 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 Marino in the sum of \$12,096 and submit the same to the Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

Nays: None.

C. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Board scrutinized the following invoices received from CBI Consulting:

<u>Inv. Date</u>	<u>Property- Description</u>	<u>Amount</u>
07/22/14	630 Salem Street – schematic, construction documents/administration bidding and closeout	\$1,450
07/23/14	Forestdale (State) – balcony repairs	1,335
07/24/14	275 Newland Street – schematic construction documents, bidding and closeout	<u>7,875</u>
		<u>\$10,660</u>

The above referenced invoices were for design consulting for the various projects.

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

VOTED: To approve authorize payment for invoices for 630 Salem Street in the total sum of \$9,325 and the invoice for Forestdale in the sum of \$1,335 and seek reimbursement from DHCD for the Forestdale invoice.

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

Nays: None.

D. GAROFALO DESIGN ASSOCIATES, INC. ("GAROFALO") – INVOICE

An invoice dated August 5, 2014 from Garofalo in the sum of \$1,000 for design of the roof at 120 Mountain Avenue was examined 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 authorize payment to Garofalo in the sum of \$1,000 for the Mountain Avenue roof design.

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

Nays: None.

E. ROOF REPLACEMENT – MOUNTAIN AVENUE

The Board perused a memorandum from Edward Fahey, Director of Modernization and Procurement, on the bids received for the Mountain Avenue roof replacement. Mr. Fahey recommended Capeway Roofing Systems, Inc. in the sum of \$276,000 as the most responsive and responsible bidder.

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

VOTED: To award the Mountain Avenue roof replacement to Capeway Roofing Systems, Inc. in the sum of \$276,000 as the most responsive and responsible bidder and authorize the Executive Director to execute a contract with Capeway in that amount.

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

Nays: None.

F. GAFFNY GROUP ("GAFFNY") – INVOICE

The Board considered an invoice dated July 30, 2014 from Gaffny in the sum of \$5,157.26 for consulting and engineering services for 557 Pleasant Street water penetration, including subcontracting with Thompson & Lichtner Company, Inc.

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 in the sum of \$5,157.26 to Gaffny for consulting and engineering services.

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

Nays: None.

G. ROCA INC. ("ROCA") – INVOICE

An invoice dated July 23, 2013 from Roca in the sum of \$1,696.32 for monthly custodial maintenance was analyzed by the Board.

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 Roca in the sum of \$1,696.32 for monthly maintenance.

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

Nays: None.

H. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICE

The Board reviewed an invoice dated August 6, 2014 in the sum of \$14,716.52 for resident service coordinators for the month of June 2014.

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 MVES in the sum of \$14,716.52 for resident service coordinators for the month of June 2014.

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

Nays: None.

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

An invoice dated August 1, 2014 in the sum of \$658.75 for insurance consulting services was studied 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 SG Risk in the sum of \$658.75 for insurance consulting services.

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

Nays: None.

J. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – CREDIT

The Executive Director presented a credit from GIC for health insurance premiums in the sum of \$6,799.24 for MHA employees and retirees.

No further action was necessary at this time.

K. MALDEN POLICE DEPARTMENT – INVOICES (4)

The Board examined four (4) invoices from the Malden Police for details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/29/2014	9846	\$376
07/29/2014	9868	940
08/04/2014	9902	1,316
08/11/2014	9919	<u>1,128</u>
	TOTAL	<u>\$3,760</u>

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 the Malden Police Department for above-mentioned invoices (4) in the total sum of \$3,760.

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

Nays: None.

L. URBAN AIR – INVOICE

An invoice dated July 31, 2014 from Urban Air in the sum of \$2,100 for monthly information technology ("IT") services was examined 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 Urban Air in the sum of \$2,100 for monthly IT services.

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

Nays: None.

M. TRANSPORTATION PROGRAM

The Executive Director explained the Mayor's Office requested an additional \$10,000 from MHA to contribute to the City of Malden's new transportation program for the elderly, as same services MHA resident families. Karen Hayes of the Mayor's Office provided a brief summary. The transportation provides the elderly, including MHA tenant rides to medical appointments and food shopping.

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 contribution of \$10,000 each year to the City of Malden elder transportation program, for transportation services directed at MHA resident families.

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

Nays: None.

N. MHA CREDIT CARD

The Executive Director had discussed at several previous Board meetings the need for a MHA credit card to pay certain vendors who did not accept purchase orders and later payment, as well as for travel and meals at professional conferences.

Edward Fahey had obtained extensive information on corporate credit cards available from East Boston Savings Bank, Century Bank, Citizens Bank and Eastern Bank and recommended East Boston Savings Bank as the most responsive and responsible bank for

credit card services. It was explained that there would be a \$50,000 credit limit with oversight controls, including itemized statements on the credit card.

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

VOTED: To approve First Bankcard's VOX Business Card solution issued in partnership with East Boston Savings Bank as the most responsive and responsible respondent to MHA's credit card solicitation, and authorize the Executive Director to execute an agreement to obtain a secured and restricted credit card account with First Bankcard.

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

Nays: None.

5. POLICIES

A. MHA PROCUREMENT POLICY

The Executive Director presented a revised MHA Procurement Policy for the Board's consideration. The procurement level has been raised to \$35,000 on certain purchases under a change in State law. The revisions to the Procurement Policy reflect said change in State law.

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 MHA Procurement Policy.

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

Nays: None.

B. PERSONNEL POLICY

The Board received a revised Personnel Policy for their review.

No further action was necessary at this time.

6. CHARITABLE REQUESTS

A. PROJECT TRIANGLE

The Board considered a solicitation for the 22nd Annual Project Triangle Golf Classic.

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 the contribution of \$50 to the 22nd Annual Project Triangle Golf Classic.

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

Nays: None.

7. CORRESPONDENCE AND NEWSLETTERS

The Board received the following correspondence:

- National Association of Housing and Redevelopment Officials ("NAHRO") 2014 Conference;
- NAHRO News; and
- Conducting Workplace Investigations.

The Executive Director recommended that Linda Silva, Director of Human Resources and any other appropriate staff member be allowed to attend the Conducting Workplace Investigations conference.

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 Linda Silva and any other appropriate staff member to attend the Conducting Workplace Investigations conference.

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

Nays: None.

8. OPEN DISCUSSION

A. CONSTRUCTION SAVINGS REPORT

The Executive Director reviewed the Construction Savings Report from Siemens Industry, Inc. dated July 31, 2014 citing initial savings in water and lighting costs of approximately \$300,000 to date.

No further action was necessary at this time.

B. NEWLAND STREET

The Executive Director explained that MHA is required to apply to National Grid to obtain approval for new gas line which would require an easement to National Grid.

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 application to National Grid for Newland Gas utility service and authorize the granting of appropriate easements to National Grid for the same.

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

Nays: None.

ADJOURNMENT

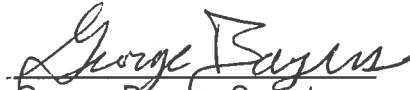
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:25 PM


George Bayers, Secretary