

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 23, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Frank M. Molis and Mark A. Lawhorne

COMMISSIONERS ABSENT: Francis C. Boudrow and Joan M. Chiasson

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

1. APPROVAL OF MINUTES OF JULY 26, 2016

The minutes of the meeting of July 26, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of July 26, 2016 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None at this time

3. FINANCIAL MATTERS

A. FINANCIAL STATEMENT

The Executive Director transmitted the Combined Balance Sheet and Monthly Budget Comparison as of July 31, 2016 for review and information.

B. CLEMENT STREET – HIGH LEVERAGE ASSET PRESERVATION PROGRAM ("HILAPP")

The Executive Director discussed MHA's need to contribute up to an additional \$110,000 in Central Office Cost Center ("COCC") funds to the Clement Street HILAPP project to cover a projected funding gap of approximately \$330,000. It was noted that the Massachusetts Department of Housing and Community Development ("DHCD") would contribute a match of \$220,000 which should fully fund the Clement Street project.

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

VOTED: To approve MHA's funding of \$110,000 from COCC funds for the Clement Street rehabilitation project in anticipation of DHCD's match of \$220,000.

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

Nays: None

C. CARPET/FLOORING REPLACEMENT – REQUEST FOR PROPOSALS
("RFP")

The Board reviewed a memo from Edward Fahey, Director of Modernization and Procurement, detailing bids for carpet and flooring replacement at various developments as follows:

Capital Carpet & Flooring Specialists, Inc.	carpet	\$6.08
	vinyl composition tile	\$6.53
	hardwood floor finish	\$6.92
Metro Flooring	carpet	\$2.58
	vinyl composition tile	\$0.00
	hardwood floor finish	\$0.00

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

VOTED: To award the contract for carpet to Metro Flooring as the most responsive and responsible bidder in the sum of \$2.58 per square foot;

To award the contract for hardware floor finish and vinyl composition tile to Capital Carpet & Flooring Specialists, Inc. as the most responsive and responsible bidder in the sum of \$6.53 per square foot; and

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

Nays: None

D. SG RISK MANAGEMENT CONSULTING ("SG RISK") – AWARD

The Executive Director distributed a letter dated August 10, 2016 awarding SG Risk an indefinite quantity contract for the provision of professional consulting services for one (1) year with the option to extend for four (4) more years with a minimum amount of \$1,000 annually.

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 award an indefinite quantity contract to SG Risk for professional consulting services and authorize the Executive Director to contract the same for one (1) year with the option to

extend for four (4) more years with a minimum amount of \$1,000 annually.

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

Nays: None

E. SIEMENS INDUSTRY, INC. ("SIEMENS") – CHANGE ORDER

The Board considered Change Order No. 3 from Siemens dated August 15, 2016 with a new proposed completion date of September 28, 2016 for the Energy Performance Contract ("EPC").

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

VOTED: To approve and accept Change Order No. 3 from Siemens for the new proposed completion date of September 28, 2016 for the EPC.

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

Nays: None

F. SIEMENS – INVOICE

An invoice dated August 11, 2016 from Siemens in the sum of \$999,506.28 for services and materials under the Energy Performance Contract ("EPC") and retain the sum of \$351,778 until the Spring of 2017 was analyzed by the Board.

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

VOTED: To approve and authorize payment to Siemens in the sum of \$999,506.28 from MHA's EPC Loan Account at East Boston Savings Bank.

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

Nays: None

G. ALLEN & MAJOR ASSOCIATES, INC. – INVOICE

The Board perused an invoice dated August 4, 2016 from Allen & Major Associates, Inc. in the sum of \$1,060 for construction documents for the Forestdale sanitary/storm line repairs.

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

VOTED: To approve and authorize payment to Allen & Major Associates, Inc. in the sum of \$1,060 for the sanitary and storm line repairs project at Forestdale and submit the same DHCD for payment.

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

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (4)

Four (4) invoices from the Malden Police Department for police details at Salem Street and Newland Street were scrutinized by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
08/08/16	13999	\$664.23
08/11/16	14031	221.41
08/16/16	14053	442.82
08/22/16	14089	<u>885.64</u>
	TOTAL	<u>\$2,214.10</u>

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 payment to the Malden Police Department in the total sum of \$2,214.10 for detail patrol coverage.

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

Nays: None

I. VEHICLE MAINTENANCE AND REPAIR – RFP PROPOSAL

Edward Fahey presented the Board with bid proposals for MHA's purchase of vehicles (4 trucks) from the following:

Mirack Chevrolet	\$168,191.63
Bonnell Ford	\$164,700.00
Stoneham Motor Co.	\$162,937.00

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 award Stoneham Motor Co. the bid for MHA to purchase new vehicles for the sum of \$162,937 as the most responsive and responsible bidder and authorize the Executive Director to enter into a contract in that amount.

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

Nays: None

J. HARDWARE AND VARIOUS SUPPLIES – RFP

Four (4) proposals to provide MHA with general hardware supplies at a discounted rate were considered by the Board as follows:

Modern Hardware & Paint Co.	25%
Tru-Van Inc.	12%
Richmond Hardware	10-30%
Round's Hardware	10%

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

VOTED: To approve and award Modern Hardware & Paint Co. discounted rate of 25% for general hardware supplies as the most responsive and responsible bidder and authorize the Executive Director to enter into said contract for one year and four (4) one year extensions.

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

Nays: None

K. L & H CONSTRUCTION, INC. ("L & H") – NEWLAND STREET

The Board was presented with an email from Edward Fahey to change the L & H contract with a request for four (4) concrete footings for the Newland Street development for a maximum sum of \$1,000.

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

VOTED: To approve and authorize the Executive Director to execute a change order to include four (4) concrete footings for the Newland Street development in the maximum sum of \$1,000.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. MALDEN CATHOLIC HIGH SCHOOL

A solicitation from Malden Catholic High School for its 30th Annual Golf Tournament was studied by the Board.

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 a contribution of \$100 to the Malden Catholic High School 30th Annual Golf Tournament.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- New England Regional Council NAHRO Trainings, including various Board member certifications
- Email from Mass/NAHRO on appointment of gubernatorial board member
- DHCD Public Housing Notice 2016-25 Regulations Hearing
- Mass/NAHRO letter dated August 18, 2016 on fee increase
- NAHRO 2016 National Conference

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 appropriate staff and Commissioners to attend any of the above trainings or conferences.

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

Nays: None

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED: To adjourn

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

Nays: None

Adjourned at 5:35 PM


Joan M. Chiasson, Secretary