

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, August 9, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Joan M. Chiasson and Frank M. Molis

COMMISSIONERS ABSENT: Francis C. Boudrow and Mark A. Lawhorne

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 July 26, 2016 Board meeting were not available.

No further action was necessary at this time.

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

The Board scrutinized the list of 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: George N. Bayers, Joan M. Chiasson and Frank M. Molis

Nays: None

**3. FINANCIAL MATTERS**

**A. MALDEN YOUNG WOMEN'S CHRISTIAN ASSOCIATION ("YWCA") HOUSING ASSISTANCE PAYMENT ("HAP") CONTRACT**

The Executive Director reviewed the HAP contract with the YWCA for Section 8 project-based vouchers which is a five (5) year extension thru November 1, 2020 to the current contract for subsidy of six units.

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 the Executive Director to execute the HAP contract with the YWCA for five years beginning November 1, 2015 through November 1, 2020.

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

Nays: None

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

An invoice dated July 27, 2016 from CBI for engineering and design services in the sum of \$1,550 for the Salem Street balcony repairs project was examined 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 CBI in the sum of \$1,550 for engineering and design services for the Salem Street balcony repairs project to be paid out of the CFP.

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

Nays: None

**C. CBI – INVOICE**

The Board studied an invoice dated July 27, 2016 from CBI for design and construction services in the sum of \$2,580 for the Newland Street accessibility project.

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 payment to CBI in the sum of \$2,580 for design and construction services for the Newland Street accessibility project to be paid out of the CFP.

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

Nays: None

**D. CBI – INVOICE**

An invoice dated July 27, 2016 from CBI for design services for the Clement Street rehabilitation project in the sum of \$32,660 was considered by the Board.

The Executive Director reminded the Board that this invoice will be submitted to Massachusetts Department of Housing and Community Development ("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 approve and authorize payment to CBI in the sum of \$32,660 for design services for the Clement Street rehabilitation project and submit the same to DHCD for payment.

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

Nays: None

**E. DEVANEY ENERGY – OIL CONTRACT**

The Board received the recommendation of the Mod & Procurement Director to award the bid for a fixed price oil contract beginning October 1, 2016 and ending on June 15, 2017 for MHA's scattered site properties to Devaney Energy for \$1.64 per gallon for the requisite number of gallons used during the term and authorize the Executive Director to execute a contract with the Company for the term for that sum.

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 confirm the bid award to Devaney Energy as the most responsive and responsible bidder for its bid in the amount of \$1.64 per gallon for oil to heat MHA's scattered site properties for the requisite number of gallons used during the October 1, 2016 through June 15, 2017 term and to authorize and approve the Executive Director to execute a contract for that term for that amount.

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

Nays: None

**F. L & H CONSTRUCTION, INC. ("L & H") – CHANGE ORDERS NO. 6, 7, 8, 9, 10 AND 11**

Change orders from L & H for the Uniform Federal Accessibility Standards ("UFAS") Project were analyzed by the Board.

<u>CHANGE ORDER</u>	<u>DATED</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6	07/12/16	Hardware CREDIT	(\$525.00)
7	07/18/16	9 shower ceiling panels CREDIT	(990.00)
8	07/21/16	Electric cooktop substituted to gas	1,467.00
9	07/27/16	Buderus Panel Radiators (9)	2,540.00
10	08/04/16	Head off existing joist for shower drain, Unit 293	127.79
11	08/04/16	Carpet/flooring – Community room and nine units	<u>30,773.97</u>
		TOTAL	<u>\$33,393.76</u>

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 Change Order No. 6, 7, 8, 9, 10 and 11 listed above for a net increase to L & H's UFAS contract of \$24,769.76

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

Nays: None

**G. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE**

The Board was presented an invoice from GIC dated August 2, 2016 showing a credit to MHA in the amount of \$8,001.47

No further action was necessary.

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

The Board perused an invoice dated August 1, 2016 from SG Risk in the sum of \$850 for risk management and 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 approve and authorize payment to SG Risk in the sum of \$850 from the COCC for risk management and insurance consulting services.

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

Nays: None

**I. DIANE COHEN ("COHEN") – INVOICE**

An invoice dated August 1, 2016 from Cohen for services in the sum of \$1,650, including hearing officer and the Section 8 Administrative Plan ("Admin Plan") services was examined 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 Cohen in the sum of \$1,650 from Section 8 and the COCC for consulting services.

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

Nays: None

**J. MALDEN POLICE DEPARTMENT – INVOICES (3)**

The Board reviewed three (3) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
07/25/16	13914	\$ 442.82
08/02/16	13952	664.23
08/04/16	13972	<u>442.82</u>
	TOTAL	<u>\$1,549.87</u>

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 payment to the Malden Police Department in the total sum of \$1,549.87

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

Nays: None

**K. BOILER DEMOLITION – REQUEST FOR PROPOSAL (“RFP”)**

Edward Fahey, Director of Modernization and Procurement, presented three (3) RFP's for the demolition of the Newland Street boiler systems with bids as follows:

Byors & Sons Mechanical LLC	\$71,500
Fiber Control, Inc.	\$32,000
Atlantic Coast Dismantling	\$24,950

Atlantic Coast Dismantling was recommended as the most responsive and responsible bidder.

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

VOTED: To award the bid to Atlantic Coast Dismantling as the most responsive and responsible bidder in the sum of \$24,950 for demolition of the Newland Street boiler system and to authorize the Executive Director to contract with the Company in that amount for such service.

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

Nays: None

**L. ENLIGHTENED ENERGY CONSULTANTS (“EEC”) – CHANGE ORDER**

The Board studied Change Order No. 6 from EEC dated August 8, 2016 in the maximum amount of \$25,000 for negotiations with and oversight of Siemens through close out of the contract. It was noted that the current total contract with this change is \$123,327.74.

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 accept Change Order No. 6 from EEC in the maximum amount of \$25,000 to be paid from the COCC for negotiations with and oversight of Siemens' EPC work through close out of the contract.

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

Nays: None

**M. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)**

Two (2) invoices from MVES both dated July 31, 2016 in the sum of \$11,945.42 for resident service coordinators at the various Federal developments for the month of June and in the sum of \$271.74 for coverage of a Forestdale event 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 and authorize payment to MVES in the sums of \$11,945.42 from the federal AMPs served, and \$271.74 from state program or COCC funds.

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

Nays: None

**N. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) – FAMILY SELF-SUFFICIENCY (“FSS”) PROGRAM GRANT AGREEMENT**

The Executive Director informed the Board of a FSS Grant Agreement from HUD in the total sum of \$124,468 and commended the program as one of the most beneficial HUD programs.

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 the acceptance of the FSS Grant Agreement from HUD in the sum of \$124,468 and confirm the Executive Director’s execution of the required documents.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

- Regional Capital Assistance Team Program Contract executed by the Executive Director for State Capital projects
- Commissioner Training
- NAHRO Professional Development

7. OPEN DISCUSSION

None

ADJOURNMENT

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

VOTED:    <sup>re</sup> To adjourn

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

Nays: None

Adjourned at 5:50 PM

  
Joan M. Chiasson, Secretary