MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 13, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT:

Francis C. Boudrow, Chairperson, Frank M.

Molis, Mark A. Lawhorne and George N. Bayers

COMMISSIONERS ABSENT:

Joan M. Chiasson

MHA STAFF:

Stephen G. Finn, Thomas P. Callaghan Jr.,

Edward Fahey, Deborah Lungo

ALSO PRESENT:

Karen Hayes, Mayor's Office

1. <u>APPROVAL OF MINUTES OF OCTOBER 25, 2016, NOVEMBER 8, 2016 AND NOVEMBER 22, 2016</u>

The minutes of the meeting of October 25, 2016, November 8, 2016 and November 22, 2016 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by George N. Bayers, it was unanimously

VOTED:

To approve the minutes of October 25, 2016, November 8, 2016

and November 22, 2016 as submitted.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

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 Mark A. Lawhorne, it was unanimously

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

3. FINANCIAL MATTERS

A. 630 SALEM STREET BALCONY REPAIR

The Executive Director informed the Board of water infiltration and structural degradation associated with the balconies at 630 Salem Street. There is a need for additional architectural and engineering design for reconstruction of the balconies with balcony construction work costing \$3.7 million.

CBI Consulting Inc. ("CBI") presented a fee proposal for additional architectural and engineering design services associated with the repairs to the balconies at 630 Salem Street in the sum of \$297,500 which includes reimbursable expenses such as travel, photographs and printing.

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

VOTED:

To approve revisions to the design cost estimate and authorize the Executive Director to execute the Agreement for design in the revised sum of \$297,500

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

Nays: None

The preliminary Design Development Level Construction Cost Estimate dated November 11, 2016 from CBI was presented with three design options for repair and related costs.

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

VOTED:

To accept and approve Option B (which reduces the size of the balconies by 10 to 12 inches), installs new railings and other masonry and joint repairs for the approximate cost of \$3.7 million.

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

Nays: None

The Executive Director presented an invoice dated November 22, 2016 from CBI for engineering and construction design for the exterior envelope and balcony repairs for 630 Salem Street in the sum of \$3,300.

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

VOTED:

To authorize approve payment to CBI for engineering and construction design in the sum of \$3,300 from the CFP.

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

Nays: None

B. <u>CBI – INVOICE</u>

An invoice dated November 22, 2016 from CBI for design and construction services in the sum of \$4,300 for the Newland Street accessibility project was reviewed by the Board.

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

VOTED:

To approve and authorize payment to CBI in the sum of \$4,300 for design and construction services for the Newland Street accessibility project to be paid from Capital Funds.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

C. <u>CBI – INVOICE</u>

The Board considered an invoice dated November 28, 2016 from CBI for engineering and design services in the sum of \$2,925 for Clement Street project.

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 CBI in the sum of \$2,925 for engineering and design services for the Clement Street project, to be submitted the Massachusetts Department of Housing and Community Development ("DHCD") for payment.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

D. <u>MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO") – INVOICE</u>

An invoice from Mass/NAHRO dated December 5, 2016 in the sum of \$1,950 for the semi-annual fee for membership in the Section 8 Centralized Waiting List was analyzed 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 Mass/NAHRO in the sum of \$1,950 for MHA's semi-annual membership fee for the Section 8 Centralized Waiting List.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

E. <u>SULLIVAN INSURANCE GROUP - INVOICE</u>

The Board studied an invoice dated December 1, 2016 from Sullivan Insurance Group in the sum of \$20,265 for blanket property insurance covering 193 State housing units.

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 Sullivan Group for blanket property insurance for a total sum of \$20,265 on MHA's State public housing units.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

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

An invoice dated December 2, 2016 from GIC for MHA's health insurance premiums for employees and retirees for the period October 1, 2016 to December 31, 2016 in the sum of \$242,137.83 was perused 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 GIC for health insurance premiums in the sum of 242,137.83 for the period October 1, 2016 to December 31, 2016

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

G. MALDEN CONTRIBUTORY RETIREMENT SYSTEM ("MALDEN RETIREMENT") – LETTER

The Executive Director presented a letter from Malden Contributory Retirement System dated November 22, 2016 assessing the annual retirement payment for FY 2018 in the sum of \$1,176,312. The MHA can receive a discount in the total amount of interest charged if this invoice is paid-in-full on or before June 30, 2017.

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

VOTED:

To approve the annual retirement assessment for FY 2018 in the sum of \$1,176,312 and authorize payment in full by a vote to be taken at the MHA's second meeting of the month in June, 2017.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

H. KP LAW, P.C. – INVOICE

An invoice dated November 22, 2016 from KP Law, P.C. in the sum of \$108 for legal services on human resource issues 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 and authorize payment to KP Law, P.C. for legal services in the sum of \$108 paid from the Central Office Cost Center ("COCC") account.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

I. <u>D&V/MAINSAIL ASSOCIATES LLC ("D&V") – INVOICE</u>

The Board scrutinized and invoice dated November 2, 2016 from D&V for basic training for Commissioners in the sum of \$1,020

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 D&V in the sum of \$1,020 for basic training for the Commissioners to be paid from the CFP or the COCC.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bavers

Nays: None

J. <u>DIANE COHEN ("COHEN") – INVOICE</u>

An invoice dated December 1, 2016 from Cohen for services in the sum of \$1,600, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting, was reviewed by the Board.

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

VOTED:

To approve and authorize payment to Cohen in the sum of \$1,600 for hearing officer and consulting services to be paid from the COCC.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

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

The Board considered an invoice dated December 2, 2016 from SG Risk in the sum of \$1,083.75 for insurance consulting services.

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

VOTED:

To approve and authorize payment to SG Risk in the sum of \$1,083.75 for insurance consulting services to be paid from the COCC

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

L. MALDEN POLICE DEPARTMENT – INVOICES (4)

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

<u>Dated</u>	Invoice No.	<u>Amount</u>
11/28/16	14797	\$442.82
12/02/16	14833	221.41
12/06/16	14853	442.82
12/08/16	14878	<u>442.82</u>
	TOTAL	\$1,549.87

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 the Malden Police Department in the total sum of \$1,549.87 for detail patrol coverage.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

M. <u>ENERGY PERFORMANCE CONTRACT ("EPC") – REQUISITION</u>

The Executive Director explained there was a remaining balance of \$740.28 in the EPC account and suggested it be transferred to MHA's Public Housing Funds account with East Boston Savings Bank by executing and submitting a requisition of funds.

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

VOTED:

To approve and authorize the Executive Director to execute and submit the transfer requisition in the sum of \$740.28 to close out the EPC loan funding account.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

N. THIS END UP FURNITURE COMPANY - CHANGE ORDER

The Board previously awarded the bid for cushion replacement and re-upholstery at 630 Salem Street in the sum of \$31,727.37, but there were five (5) additional chairs discovered that had not been previously accounted for. The change order is for an additional \$613.20 to include the chairs for a total of \$32,340.57

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

VOTED:

To approve and authorize the change order with This End Up Furniture Company in the sum of \$613.20 for five (5) additional chairs.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

O. NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("NERC/NAHRO")

The Board studied a Program Book solicitation for the NERC/NAHRO 2017 Mid-Winter Conference and Exhibition to be held in Boston, MA from January 29, 2017 thru February 1, 2017.

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 the purchase of a one-half page ad in the NERC/NAHRO 2017 Mid-Winter Conference and Exhibition Program Book at a cost of \$100 to be paid from the COCC.

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

Nays: None

P. REPLACED TRUCKS (3)

Edward Fahey, Modernization & Procurement Director, presented the Board with the current value of three (3) of MHA's 2007 trucks which have been recently replaced with new vehicles. It was suggested that MHA dispose of these trucks by donating same to the City of Malden.

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

VOTED:

To approve and authorize the disposal of the three (3) 2007 MHA trucks by donating same to the City of Malden, subject to all MHA markings being removed by the City.

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

Nays: None

Q. TOTAL TECHNOLOGY SOLUTIONS - INVOICE

An invoice dated December 7, 2016 from Total Technology Solutions in the sum of \$1,899 for emergency remote information technology ("IT") support services was perused 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 Total Technology Solutions in the sum of \$1,899 to be paid by the COCC for emergency remote IT support services.

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

Nays: None

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

The Board examined two (2) invoices from MVES dated December 9, 2016 in the sum of \$9,201.88 for resident service coordinators at the various developments for the month of October 2016 and in the sum of \$116.74 for coverage of a Forestdale event.

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 MVES in the sums of \$9,201.88 from the federal AMPs served and \$116.74 from the 400-1 program.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

S. NANGLE ENGINEERING INCORPORATED ("NANGLE") – QUOTE

Edward Fahey submitted a quote from Nangle for Clement Street for an environmental site assessment report with an estimated cost of \$2,250 to \$2,750

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

VOTED:

To approve the quote and authorize payment of the estimated maximum cost of \$2,750 to Nangle for engineering services to be paid from COCC funds.

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

Nays: None

T. NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("NAHRO") – INVOICE

The Board scrutinized an undated invoice from NAHRO for the period starting April 1, 2017 in the sum of \$3,345.93 for MHA's annual membership to NAHRO.

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

VOTED:

To approve and authorize payment to NAHRO in the sum of \$3,345.93 from the COCC for MHA's annual membership.

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

Nays: None

U. HAB HOUSING SOFTWARE SOLUTIONS ("HAB") - RENEWAL CONTRACT

The Board considered an invoice dated December 6, 2016 from HAB, Inc. for the annual software support contract renewal in the amount of \$15,514.

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

VOTED:

To authorize and approve payment to HAB, Inc. in the amount

of \$15,514 for the annual software support contract.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. 630 SALEM STREET CLUB

The Executive Director submitted a letter dated December 7, 2016 from the president of the 630 Salem Street Club requesting a donation for activities during the holiday season, together with bank statements for the club.

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

VOTED:

To authorize and approve a \$1,000 contribution to the 630 Salem

Street Club from the COCC.

Ayes:

Francis C. Boudrow, Frank M. Molis and Mark A.

Lawhorne

Abstain: George N. Bayers

Nays: None

B. <u>NEWLAND STREET TENANTS' ASSOCIATION</u>

The Board scrutinized a request for a contribution to the Newland Street Tenants' Association together with bank statements for the Association's activities.

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 a donation of \$1,000 from the COCC to the Newland Street Tenants' Association

the Newland Officer Teriants 7 (3300)ation.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

C. PROJECT TRIANGLE

A solicitation from Project Triangle was reviewed by the Board.

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 a contribution of \$100 to Project

Triangle.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

D. HOUSING FAMILIES INC.

The Board considered a solicitation from Housing Families Inc.

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

VOTED:

To approve and authorize a \$100 donation to the Housing

Families.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bavers

Nays: None

E. MVES

A solicitation from MVES was analyzed by the Board.

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

VOTED:

To authorize and approve a \$100 donation from the COCC to

MVES.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. NAHRO – LEGISLATIVE CONFERENCE

Information on the NAHRO 2017 Legislative Conference in Washington, D.C., on March 26-28, 2017 was studied by the Board.

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

VOTED:

To approve and authorize the attendance at the NAHRO 2017 Legislative Conference for Commissioners and appropriate staff.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

B. MHA HOLIDAY PARTY

The Board previously voted on the details of MHA's Holiday Party and it was discussed to increase the budget by \$100 to provide a gratuity for each of the two the waitresses.

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 \$100 increase to the budget for MHA's

Holiday Party.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Navs: None

C. <u>NERC/NAHRO – MID-WINTER CONFERENCE</u>

The Board perused a flyer for the NERC/NAHRO 2017 Mid-Winter Conference and Exhibition to be held in Boston, MA from January 29, 2017 thru February 1, 2017.

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

VOTED:

To waive MHA's Travel Policy and approve and authorize attendance at the NAHRO 2017 Mid-Winter Conference in Boston for all Commissioners and appropriate staff.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

MISCELLANEOUS CORRESPONDENCE

- U.S. Department of Housing and Urban Development ("HUD") Smoke-Free Final Rule
- Nan McKay 5th Annual National Housing Conference Christmas Day Free Community Dinner – Malden High School
- Malden Police and Malden Fire Department Blood Drive

7. OPEN DISCUSSION

A. <u>EASEMENT – NATIONAL GRID – CLEMENT STREET</u>

The Executive Director explained the need for National Grid to change the location of a utility pole which then requires an easement from MHA to National Grid for 14-16 Clement Street.

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

VOTED:

To authorize and approve the Executive Director's execution of an easement from the Malden Housing Authority to National Grid for the MHA's 14-16 Clement Street property.

Ayes: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: 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: Francis C. Boudrow, Frank M. Molis, Mark A. Lawhorne

and George N. Bayers

Nays: None

Adjourned at 6:05 PM

Frank M. Molis, Secretary