

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 16, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

1. APPROVAL OF MINUTES – NOVEMBER 18, 2014 AND DECEMBER 2, 2014

The minutes of November 18, 2014 and December 2, 2014 as well as the Executive Session minutes of December 2, 2014 were reviewed by the Board 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 and accept the minutes of November 18, 2014 and
December 2, 2014 as well as the Executive Session minutes of
December 2, 2014, as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

**A. ARCHITECTS AND ENGINEERS INDEFINITE QUANTITY CONTRACT –
REQUEST FOR PROPOSALS ("RFP")**

The Executive Director provided the Board with the hourly rates for the RFP for architects and engineers (indefinite quantity contracts) as follows:

Arnold Jacobson Associates	\$125
BLW Engineers, Inc.	175
CBI Consulting, Inc.	235
Consulting Engineering Services, Inc.	200
Garafalo Design Associates, Inc.	150
H.K. Dodge Associates, Inc.	145
Meridian Associates, Inc.	175
Nangle Engineering Inc.	132

TBA Architects, Inc.	170
Thompson and Lichtner Co., Inc.	200

The recommendation of Edward Fahey, MHA's Director of Modernization and Procurement, was that the bid be awarded to all service providers listed above to ensure complete coverage of MHA's architectural and engineering needs. The above bids are for one (1) year with MHA's option to extend for four (4) more years with a limit on each professional, not exceed the sum of \$99,999 in each year MHA may award.

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 award indefinite quantity contracts for architectural and engineering services to all respondents and authorize the Executive Director to contract the same for one (1) year with MHA's option to extend for four (4) more years. Contract awards to any one professional shall not exceed \$99,999 per year awarded.

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

Nays: None.

B. MALDEN POLICE DEPARTMENT – INVOICES (2)

Two (2) invoices from the Malden Police department were analyzed by the Board for details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/04/2014	10464	\$2,444
12/08/2014	10494	<u>564</u>
	TOTAL	\$3,008

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 the Malden Police Department for the above referenced invoices (2) in the total sum of \$3,008.

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

Nays: None.

C. MALDEN YMCA – INVOICE

The Board considered an invoice dated September 30, 2014 from the Malden YMCA for the Newland Street After School Program in the sum of \$2,069.22.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$2,069.22 for the Newland Street After School Program.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

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

Nays: None.

D. MALDEN YMCA – INVOICE

An undated invoice in the sum of \$264.33 from the Malden YMCA for transportation services provided by Khadija Bir for the week ending November 7, 2014 was perused by the Board.

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$264.33 transportation services.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

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

Nays: None.

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

The Board analyzed an invoice dated December 4, 2014 for resident service coordinator services for the month of November 2014 in the sum of \$11,829.30 from MVES.

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 MVES in the sum of \$11,829.30 for resident service coordinators.

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

Nays: None.

F. LAURA SPARK – CONTINUUM OF CARE (“COC”) – INVOICE

The Executive Director shared an email from Laura Spark requesting payment for her counseling services to MHA for CoC services for the current year in the sum of \$1,250, so long as the CoC submits a funding application completed by Ms. Spark in the next round of federal grant funding.

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 Laura Spark in the sum of \$1,250 for CoC services for 2014, so long as the CoC submits a funding application completed by Ms. Spark in the next round of federal grant funding.

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

Nays: None.

G. GAFFNY GROUP (“GAFFNY”) – AMENDMENT

The Board studied a Contract Amendment with Gaffny regarding the exterior insulation and finishing system (“EFIS”) at 557 Pleasant Street. The additional services are not to exceed \$35,355 which are for additional unforeseen architectural and engineering services. The amendment increases the total contract to \$89,500.

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 Executive Director to amend the Gaffny Contract for consultant services for 557 Pleasant Street to a total sum of \$89,500.

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

Nays: None.

H. BORRELL TECHNOLOGY INCORPORATED (“BORRELL”) – INVOICE

An invoice dated December 12, 2014 from Borrell in the amount of \$16,087.50 for consulting services pertaining to the Newland Street accessibility project was scrutinized 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 Borrell in the amount of \$16,087.50 for consulting services pertaining to the Newland Street accessibility project.

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

Nays: None.

I. **HAB INC – INVOICE**

The Board considered an invoice dated December 3, 2014 from HAB, Inc. for the annual software support contract renewal in the amount of \$14,695.

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

VOTED: To authorize and approve payment to HAB, Inc. in the amount of \$14,695 for the annual software support contract.

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

Nays: None.

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

A. **NORTH SHORE BLACK WOMEN'S ASSOCIATION, INC. ("NORTH SHORE")**

The Board perused a solicitation from North Shore for their 22nd Annual Martin Luther King, Jr. Memorial Luncheon on January 17, 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 donation of \$100 to North Shore for their Annual Martin Luther King, Jr. Memorial Luncheon.

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

Nays: None.

B. **MALDEN READS**

A solicitation and material from Malden Reads was examined by the Board.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize a donation of \$100 to Malden Reads.
Ayes: Frank M. Molis, George N. Bayers, Francis C. Boudrow
Joan M. Chiasson and Barbara A. Purcell.

Nays: None.

C. NEWLAND STREET TENANTS' ASSOCIATION

The Board reviewed a solicitation from the Newland Street Tenants' Association for a contribution towards needs of the tenants' association. It was noted that the funds can not be expended for entertainment.

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

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

Nays: None.

D. MALDEN ROTARY AWARDS BANQUET

An invitation from the Malden Rotary for its Awards Banquet (Service Above Self) at Anthony's scheduled for January 7, 2015 was perused 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 a donation of \$50 to the Malden Rotary.

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

Nays: None.

6. CORRESPONDENCE AND NEWSLETTERS

The Board received the following correspondence and documents:

- Thank you letter from the Malden YMCA for MHA's contribution to YMCA Future of Our Community celebration.
- A flyer for the NERC/Nahro 2015 Mid-Winter Conference and Exhibition scheduled for February at the Foxwood Resort and Casino.

7. **OPEN DISCUSSION**

A. **VACATION TIME REQUEST**

The Executive Director explained that Katelyn Veglia, a recent hire, has excess unused vacation time of 35 hours due to her priority work requiring completion at the Newland development and Ms. Veglia has requested to carry over her unused vacation time into 2015.

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 Katelyn Veglia be allowed to carry over 35 hours of vacation time into 2015 which must be used no later than the last week in March, 2015.

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

Nays: None.

B. **MHA TRUCK REPAIRS**

Edward Fahey explained repairs needed for MHA's 2005 Ford Explorer with 161,000 miles and provided an estimate from United Auto and Truck Service in the sum of \$8,163.94. The option to provide a car allowance was discussed in lieu of purchasing vehicles for central office staff. The Executive Director transferred his 2004 vehicle with less mileage to Mr. Fahey since the repairs for the Ford Explorer were too costly.

It was noted Executive Director is entitled to lease his vehicle with a car allowance of \$350 per month in his contract with MHA.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Francis C. Boudrow, it was unanimously

VOTED: To reaffirm the Executive Director's contract provision and authorize the Executive Director to be paid a car allowance of \$350 per month.

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

Nays: None.

C. **CLEMENT STREET – MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”) - AWARD**

The Executive Director presented an email from DHCD discussing the funding for Clement Street and DHCD's award to be split for \$75,000 for FY 2015 and \$145,000 for FY 2016, for a total award of \$220,000.

No further action was necessary.

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, Francis C. Boudrow,
Joan M. Chiasson and Barbara A. Purcell.

Nays: None.

Adjourned at 5:50 PM


Francis C. Boudrow
Francis C. Boudrow, Secretary