

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 17, 2013 at 4:00 PM at the office of the Authority, 630 Salem Street, Malden

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

MHA STAFF Stephen G. Finn, Deborah Lungo and Edward Fahey
PRESENT:

ABSENT: Barbara A. Purcell

1. APPROVAL OF MINUTES – NOVEMBER 26, 2013 AND DECEMBER 3, 2013

The minutes of November 26, 2013 and December 3, 2013 were reviewed by the Board.

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 minutes of November 26, 2013
and December 3, 2013 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The board reviewed the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None

3. **FINANCIAL MATTERS**

A. **INVOICE – WILLIAM F. SULLIVAN INSURANCE GROUP**

The Board reviewed an invoice from William F. Sullivan Insurance Company in the amount of \$2,600.00, for the Professional Liability Contractors Pollution Liability and Lead Inspectors Professional Liability

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

VOTED: To approved and authorize payment to William F. Sullivan Insurance Group in the amount of \$2,600 for Professional Liability Policy.

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

Nays: None

B. **INVOICE – URBANAIR**

The Board was presented the monthly billing from UrbanAir in the amount of \$2,100.00 for the month of December, 2013.

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 UrbanAir in the amount of \$2,100 for the month of December 2013.

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

Nays: None

C. **INVOICES (2) MYSTIC VALLEY ELDER SERVICES, INC. ("MVES")**

The Board reviewed two (2) invoices both dated December 9, 2013 for the month of November 2013, for resident service coordinators at various developments in the amount of \$11,729.86. The other invoice was for Resident Opportunities Self-Sufficiency ("ROSS") grant in the sum of \$2,833.33.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approved and authorize payment to MVES in the sums of \$2,833.33 under the ROSS grant and \$11, 729.86 for resident service coordinators to be paid from the Capital Fund's 1408 Account.

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

Nays: None

D. INVOICE – NERC/NAHRO MEMBERSHIP

The board was presented an invoice for MHA's annual membership to NERC/NAHRO. The invoice is billed on the amount of units and vouchers each PHA owns/administers. MHA has 1195 public housing units and 976 section 8 vouchers, for a total cost of \$150.00

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 NERC/NAHRO in the amount of \$150.00 for the annual membership.

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

Nays: None

E. INVOICE – SG RISK MANAGEMENT CONSULTING

The board reviewed an invoice presented by SG Risk Management for consulting services for the month of November 2013 in the amount of \$1,232.50

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

VOTED: To approved and authorize payment to SG Risk Management Consulting in the amount of \$1,232.50 for the month on November 2013

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

Nays: None

F. INVOICE -- BORRELL TECHNOLOGY INC.

The board reviewed an invoice dated December 12, 2013 from Borrell Technology, Inc. in the amount of \$3,150 for consulting services pertaining to the new roof at 630 Salem Street.

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

VOTED: To approve and authorize payment to Borrell Technology, Inc. in the amount of \$3,150 for consulting services.

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

Nays: None

G. INVOICE – HAB

The board reviewed an invoice dated December 4, 2013 from HAB, Inc. for our annual software support contract renewal in the amount of \$14, 274.00.

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

VOTED: To authorize and approve payment to HAB, Inc. in the amount of \$14, 274.00 for the annual software license update.

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

Nays: None

H. INVOICES (2) -- MALDEN YMCA ("YMCA")

Two invoices dated September 30, 2013 and October 31, 2013, from the YMCA for the Newland Street After School Program in the sum of \$1,853.20 and \$2,303.78 were studied by the Board.

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 the YMCA in the sum of \$1,853.20 for September, 2013 and \$2,303.78 for October, 2013 for Newland Street After School Program

Ayes: George N. Bayers and Francis C. Boudrow.

Nays: None

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

I. INVOICE – COMMONWEALTH OF MASS GROUP INSURANCE ("GIC")

The Board reviewed and invoice in the amount of \$228,434.64 from "GIC" dated December 2, 2013 for the Insurance of the employees, retirees and survivors.

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

VOTED: To authorize and approve payment to GIC in the amount of \$228,434.64 for the 4th quarter period of 2013.

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

Nays: None

J. INVOICES (7)--MALDEN POLICE DEPARTMENT

The Board Scrutinized seven (7) police invoices from the Malden Police Department for detail services and routine services at Newland Street dated/ amount as follows:

Invoice No.8164	August 20, 2013	\$940.00
Invoice No. 8215	September 9, 2013	\$1,504.00
Invoice No. 8258	September 11, 2013	\$188.00
Invoice No. 8301	September 16, 2013	\$188.00
Invoice No. 8660	December 4, 2013	\$282.00
Invoice No. 8693	December 16, 2013	\$188.00
Invoice No. 8694	December 16,2013	\$3,196.00

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

VOTED: To approved and authorize payment to the Malden Police Department for seven (7) invoices for police details as itemized above in the total sum of \$6,486.00.

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

Nays: None

K. INVOICE – LAMBRIAN CONSTRUCTION CORPORATION (“LAMBRIAN”)

The Board considered a requisition from Lambrian dated December 6, 2013 for labor and materials at 630 Salem Street in the Sum of \$111,027.65.

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

VOTED: To authorize and approve payment to Lambrian in the sum of \$111,027.65 for labor and material for the 630 Salem Street development

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

Nays: None

4. **CHARITABLE REQUESTS**

A. **NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("NAHRO") NEW ENGLAND REGIONAL COUNCIL – 2014 MID WINTER CONFERENCE – PROGRAM BOOK**

The Board considered an advertisement in the NERC/NAHRO 2014 Mid-Winter Conference program book.

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 the expenditure of \$100 on a one-half page ad in the NERC/NAHRO 2014 Mid-Winter program book

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

Nays: None.

5. **REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS, AND COMMUNICATIONS**

A. **NERC/NAHRO 2014 MID-WINTER CONFERENCE**

The Board received information on the upcoming NERC/NAHRO Mid-Winter Conference scheduled January 26 – 29, 2014 in Warwick, RI at the Crowne Plaza Hotel.

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 relative personnel to attend the NERC/NAHRO Mid – Winter Conference in Warwick, RI

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

Nays: None

B. **MASS/NAHRO INSURANCE GROUP DIVIDEND**

The Board received notification that the MASS/NAHRO Insurance Group was distributing their dividends for the year. The dividend that the MHA received was \$23,980.00.

No further action was taken at this time.

6. **OPEN DISCUSSION**

The Executive Director informed the Board of several issues.

- A. Discussion of the death of James Black on Thursday December 12, 2013.
- B. List of all the Donations given to all dated December 5, 2013
- C. The Board was presented with a summary of the employee use of sick, personal and vacation time through the end of November 2013 information only.

No further action was necessary at this time.

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 4:45 P.M.


Secretary