

## MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 20, 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

### 1. APPROVAL OF MINUTES OF DECEMBER 13, 2016

The minutes of the meeting of December 13, 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 December 13, 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

None

### 3. FINANCIAL MATTERS

#### A. INFORMATION TECHNOLOGY ("IT") – REQUEST FOR PROPOSAL ("RFP")

Edward Fahey, Modernization & Procurement Director, presented a memorandum dated December 20, 2016 with RFP's for IT support services with average scores evaluated as follows:

Terminal Exchange Systems	87%
RICOH	71%
Wizard	67%
Boston Systems	63%
BNMC	63%
Balsam	58%

Further, Terminal Exchange Systems was recommended as the most responsive and responsible bidder with experience working for the Chelsea and Lawrence Housing Authorities.

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

VOTED: To approve Terminal Exchange Systems as the most responsive and responsible bidder and authorize the Executive Director to negotiate a contract with Terminal Exchange Systems for IT support services.

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

Nays: None

**B. L & H CONSTRUCTION, INC. ("L & H") – INVOICES (2)**

Two invoices both dated December 15, 2016 from L & H for payment in the sums of \$975,058.12 and \$82,287.63 for labor and materials for the Newland Street 504 Accessibility Project was scrutinized 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 L & H in the sums of \$975,058.12 and \$82,287.63 for the Newland Street 504 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. S.I. SERVICES, INC – INVOICES (2)**

The Board reviewed two invoices from S. I. Services, Inc. both dated December 13, 2016 in the amounts of \$2,391 and \$5,344 for repairs to the roofs at the Linden Development.

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 S.I. Services, Inc. in the amounts of \$2,391 and \$5,344 for repairs to the roofs at the Linden Development to be paid from Capital Funds.

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

Nays: None

**D. S.I. SERVICES, INC – INVOICES (2)**

Two invoices from S. I. Services, Inc. both dated December 13, 2016 in the amounts of \$710 and \$13,490 for emergency repairs to the roofs at the Linden Development were considered 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 payment to S.I. Services, Inc. in the amounts of \$710 and \$13,490 for emergency repairs to the roofs at the Linden Development to be paid from Capital Funds.

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

Nays: None

**E. MALDEN POLICE DEPARTMENT – INVOICES (2)**

The Board analyzed two (2) 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>
12/12/16	14894	\$664.23
12/15/16	14920	<u>221.41</u>
	TOTAL	<u>\$ 885.64</u>

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 the Malden Police Department in the total sum of \$885.64

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

Nays: None

**F. NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (“MASS/NAHRO”) – INVOICES (4)**

Four (4) invoices dated December 12, 2016 from Mass/NAHRO for Criminal Offender Records Information (“CORI”) training for MHA staff in the sum of \$149 each was studied 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 \$447 to be paid from Capital Funds and \$149 to be paid from Central Office Cost Center ("COCC") funds for CORI training.

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

Nays: None

**G. MHA EMPLOYEE – MASTER ELECTRICIAN'S LICENSE**

The Executive Director presented a letter dated December 20, 2016 addressed to Kevin Sarringer, an MHA employee. The letter states that MHA will bear the cost of Mr. Sarringer obtaining his Master Electrician License up to \$2,500 providing Mr. Sarringer remains a MHA employee for the next three (3) years. If Mr. Sarringer employment terminates for any reason prior to the three (3) year period Mr. Sarringer agrees to be responsible for reimbursing MHA the full sum of \$2,500.

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 expenditure of up \$2,500 for Mr. Sarringer's Master Electrician License subject to Mr. Sarringer executing the agreement on 3 years' employment.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

- National Association of the Housing and Redevelopment Officials ("NAHRO") - Monitor

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

Nays: None

Adjourned at 5:20 PM

  
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Frank M. Molis, Secretary