

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 1, 2015 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: George N. Bayers Chairperson, Francis C. Boudrow, Joan M. Chiasson (tardy) and Frank M. Molis

COMMISSIONERS

ABSENT: Mark A. Lawhorne

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES – NOVEMBER 24, 2015

The minutes of November 24, 2015 were not received by the Board in time for review and were held until the next meeting.

No further action was necessary.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary at this time.

3. FINANCIAL MATTERS

A. JOE'S WELDING – INVOICE

An invoice dated November 30, 2015 from Joe's Welding in the sum of \$9,950 for handrail work at Forestdale was reviewed by the Board.

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

VOTED: To approve and authorize payment to Joe's Welding in the sum of \$9,950 for handrail work at Forestdale, which will be submitted to the Massachusetts Department of Housing and Community Development ("DHCD") for payment.

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

Nays: None.

B. JOE'S WELDING – CERTIFICATE OF FINAL COMPLETION

A Certificate of Final Completion dated November 30, 2015 from Joe's Welding was considered by the Board.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Frances C. Boudrow, it was unanimously

VOTED: To accept the Certificate of Final Completion from Joe's Welding for handrail work at Forestdale.

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

Nays: None.

C. SULLIVAN INSURANCE GROUP – INVOICE

The Board analyzed an invoice dated November 25, 2015 from Sullivan Insurance Group in the sum of \$19,686 for State housing insurance for 193 units and it was noted this expenditure was approved at the previous meeting.

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

VOTED: To approve and authorize payment to Sullivan Group for State housing insurance for a total sum of \$19,686 based on 193 units at \$102 per unit.

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

Nays: None.

D. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated November 23, 2015 from CBI for engineering and consulting in the sum of \$8,327 for the Newland Street accessibility project was studied 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 \$8,327 for engineering and consulting for the Newland Street accessibility project.

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

Nays: None.

Joan M. Chiasson joined the meeting.

E. DIANE COHEN ("COHEN") – INVOICE

The Board perused an invoice dated November 30, 2015 for from Cohen for services in the sum of \$1,800, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,800 for hearing officer and consulting services to be paid from the COCC.

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

Nays: None.

F. ENLIGHTENED ENERGY CONSULTANT ("EEC") – INVOICE

An invoice dated November 30, 2015 from EEC in the sum of \$1,950 for consulting services and oversight of the Energy Performance Contract ("EPC") was perused 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 EEC in the sum of \$1,950 for EPC consulting services to be paid from the COCC.

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

Nays: None.

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

The Board examined an invoice dated December 1, 2015 from SG Risk in the sum of \$403.75 for insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$403.75 for insurance consulting services to be paid from the COCC.

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

Nays: None.

H. **URBAN AIR INC. ("URBAN AIR") – INVOICE**

An invoice dated November 30, 2015 from Urban Air for information technology services in the sum of \$2,100 was scrutinized 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 Urban Air for information technology services in the sum of \$2,100 allocated between the COCC and MHA's various developments.

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

Nays: None.

4. **POLICIES**

None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

The Board received the following correspondence and newsletters:

- NERC/NAHRO 2016 Mid-Winter Conference flyer

7. **OPEN DISCUSSION**

None

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 8:40 AM


Joan M. Chiasson, Secretary