

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, December 2, 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.

ALSO PRESENT: Senator Jason Lewis

The Chairperson called the meeting to order and the Executive Director announced there was a need to adjourn to Executive Session for the purpose of discussing possible litigation.

Upon motion of Francis C. Boudrow and seconded by Barbara A. Purcell, it was unanimously

VOTED: To adjourn to Executive Session for the purposes of discussing
 litigation.

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

Nays: None.

The Board reconvened at 5:35 PM

1. APPROVAL OF MINUTES – NOVEMBER 18, 2014

The minutes for the November 18, 2014 meeting were received by the Board, but required further review.

No further action was necessary at this time.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell it was unanimously

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

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

Nays: None.

3. **FINANCIAL MATTERS**

A. **MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – AWARDS (3) RESOLUTION NO. 2014-16**

The Executive Director presented FY 2015 awards from DHCD to MHA as follows:

1. \$18,000 award dated October 20, 2014 to fund the replacement of the failing existing boiler at the Forestdale development.
2. \$25,000 award dated October 31, 2014 to fund a study of the needs for potential siding, window and door replacements at the Forestdale development.
3. \$14,049 award dated November 3, 2014 to fund health and safety initiative for repairs/replacements of railings and concrete steps and walkways.

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

VOTED: To accept the FY 2015 awards from DHCD and authorize the Executive Director to execute necessary documentation.

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

Nays: None.

B. **DHCD BUDGET CERTIFICATIONS – RESOLUTION NO'S 2014-13, 2014-14 AND 2014-15**

The Executive Director informed the Board of the need to approve and certify the FY 2015 Budget to be submitted DHCD, together with various certifications pertaining thereto.

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

RESOLVED AND VOTED: **Resolution No. 2014-13** That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 2000/667/705/689/MRVP) Program No. 400-1 for fiscal year ending September 30, 2015 showing total revenue of \$581,450 and total expenses of \$699,080, thereby requesting a subsidy of \$117,130 be submitted to DHCD for its review and approval.

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

Nays: None.

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

RESOLVED AND VOTED: Resolution No. 2014-15 That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 2000/667/705/689/MRVP) Program No. 689-C for fiscal year ending September 30, 2015 showing total revenue of \$55,090 and total expenses of \$54,299, thereby requesting a subsidy of \$-0- be submitted to DHCD for its review and approval.

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

Nays: None.

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

RESOLVED AND VOTED: Resolution No. 2014-14 That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 2000/667/705/689/MRVP) Program No. MRVP for fiscal year ending September 30, 2015 showing total revenue of \$4,320 and total expenses of \$72,251, thereby requesting a subsidy of \$69,000 be submitted to DHCD for its review and approval.

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

Nays: None.

C. PROPOSAL – CARPET CLEANING SERVICES

The Executive Director explained that the Request for Proposals for carpet cleaning resulted in one (1) bid. A memorandum from Ed Fahey dated December 1, 2014 recommended Star Building Services with a proposed price of \$21,661.14 as the lowest responsive and responsible bidder for one year with MHA's four (4) one year options to extend.

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 the execution of a contract with Star Building Services in the sum of \$21,661.14 for the cleaning of carpeting and upholstery in the common areas at MHA's Federal developments.

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

Nays: None.

D. JAMES M. HENNESSEY – INVOICE

The Board perused an undated invoice from James M. Hennessey in the sum of \$1,000 for hearing officer services.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$1,000 for hearing officer services.

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

Nays: None.

E. JAMES M. HENNESSEY – INVOICES

Two (2) undated invoices from James M. Hennessey in the sums of \$1,875 and \$2,925 for inspection services at various MHA developments was reviewed by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the total sum of \$4,800 for inspection services.

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

Nays: None.

F. CBI CONSULTING, INC. ("CBI") – CONTRACT AMENDMENT

The Board studied a Contract Amendment with CBI regarding the Schematic/Design Development Phase to extend the design phases through March 15, 2015 with an additional cost of no more than \$15,000.

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 contract amendment with CBI to extend the design phases through March 15, 2015 with an additional cost of no more than \$15,000.

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

Nays: None.

G. CAPITAL FUND PROGRAM - AMENDMENT

The Executive Director discussed the U.S. Department of Housing and Urban Development's ("HUD") 2013 and 2014 Capital Fund Grant Program awards to MHA in the amount of \$1,745,692 and noted that revisions needed to be submitted to include additional project and schematic/design costs for certain capital projects, inclusive of the Newland Street Accessibility Unit Conversion project.

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 the Executive Director to submit revised 2013 and 2014 CFP Annual Statements to HUD for additional project and schematic/design costs.

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

Nays: None.

H. WILLIAM F. SULLIVAN INSURANCE GROUP ("SULLIVAN GROUP")

An invoice dated November 24, 2014 from Sullivan Group for MHA's property insurance for State developments in the sum of \$18,643.80 was considered by the Board.

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

VOTED: To approve and authorize payment to Sullivan Group in the sum of \$18,643.80 for MHA's property insurance for the State developments.

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

Nays: None.

I. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board perused three (3) invoices from the Malden Police Department for police details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/18/14	10418	\$940
11/20/14	10438	376
11/21/14	10443	<u>564</u>
	TOTAL	\$1,880

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 police detail invoices (3) in the total sum of \$1,880.

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

Nays: None.

J. MALDEN YMCA – INVOICES (2)

An invoice dated October 31, 2014 from the Malden YMCA in the sum of \$2,216.51 for the Newland Street After School Program and an invoice dated October 31, 2014 from the Malden YMCA for transportation services in the sum of \$1,259.51 was analyzed by the Board.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$2,216.51 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.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,259.51 for transportation services.

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

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

Nays: None.

K. SIEMENS INDUSTRY, INC. ("SIEMENS") – CHANGE ORDER NO. 1

Change Order No. 1 from Siemens dated November 12, 2014 for the Energy Performance Contract ("EPC") requesting an extension for completion to September 30, 2015 was considered by the Board. The extension was previously approved at the Board meeting of November 18, 2014.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To reaffirm Change Order No. 1 from Siemens and authorize the Executive Director to submit the Change Order for a time extension to 9/30/2015 for MHA's Energy Performance Contract to HUD.

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

Nays: None.

L. SIEMENS – INVOICES (2)

The following two (2) invoices from Siemens for the EPC were reviewed by the Board:

- Invoice dated August 31, 2014 (5443367755) in the sum of \$806,396.79; and
- Invoice dated September 18, 2014 (5443401498) in the sum of \$444,680.33.

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

VOTED: To approve and authorize payment to Siemens in the sums of \$806,396.79 and \$444,680.33 for the EPC.

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

Nays: None.

M. CBI – INVOICE

The Board perused an invoice dated November 21, 2014 in the sum of \$2,564 from CBI for schematic design services for the Clement Street renovations. The Executive Director reminded the Board the invoice will be submitted to Massachusetts Department of Housing and Community Development ("DHCD") for payment.

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 CBI in the sum of \$2,564 for schematic design services for the Clement Street renovations and submit to DHCD for reimbursement.

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

Nays: None.

N. CBI – INVOICE

An invoice dated November 21, 2014 in the sum of \$3,341.25 from CBI for consulting on construction documents for the Newland Street accessibility project were studied by the Board.

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 CBI in the sum of \$3,341.25 for construction documents for the Newland Street accessibility project.

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

Nays: None.

O. ROCA, INC. ("ROCA") – INVOICE

An invoice from Roca dated November 14, 2014 in the sum of \$1,421.04 for maintenance and custodial services at various MHA properties was scrutinized by the Board. There had been minor mathematical errors discovered requiring additional scrutiny.

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 payment to Roca for maintenance and custodial services in the sum of no more than \$1,421.04 after necessary corrections to the invoice.

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

Nays: None.

P. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – INVOICE

The Board studied an invoice dated November 26, 2014 from Lambrian for exterior insulation and finishing system ("EFIS") at 557 Pleasant Street in the sum of \$229,364.74 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 Lambrian in the sum of \$229,364.74 for IFIS project at 557 Pleasant Street.

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

Nays: None.

Q. LAMBRIAN – FINAL INVOICE AND CERTIFICATE OF SUBSTANTIAL COMPLETION

A Certificate of Substantial Completion for the work by Lambrian for the 630 Salem Street accessibility improvements was evaluated by the Board along with the final bill and close out invoice dated August 4, 2014 from Lambrian in the sum of \$54,064.02. The Executive Director explained that the job has been satisfactory completed.

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

VOTED: To approve the Certificate of Substantial Completion for the Lambrian contract and authorize the Executive Director to execute the same and to approve and authorize payment to Lambrian in the sum of \$54,064.02 for the final invoice.

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

Nays: None.

R. COMMERCIAL CONSTRUCTION CORP – CHANGE ORDER

Change Order No. 2 from Commercial Construction Corp dated November 21, 2014 in the sum of \$11,423 for masonry-site work/concrete repairs was submitted to the Board. Change Order No. 1 increased the contract not to exceed the sum of \$6,000.

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 Change Order No. 2 with Commercial Construction Corp. in the sum of \$11,423 for masonry-site work/concrete repairs and rescind the previous approval of Change Order No. 1.

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

Nays: None.

S. GAROFALO DESIGN ASSOCIATES, INC. ("GAROFALO") – INVOICE

An invoice dated November 18, 2014 from Garofalo in the sum of \$2,700 for design services for the roof project at 120 Mountain Avenue was examined by the Board.

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

VOTED: To approve authorize payment to Garofalo in the sum of \$2,700 for the 120 Mountain Avenue roof design.

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. **MALDEN KIWANIS – HOLIDAY BASKET DRIVE**

The board reviewed a solicitation from the Malden Kiwanis for their Holiday Basket Drive.

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

VOTED: To approve and authorize a contribution of \$100.00 to the Malden Kiwanis Holiday Basket Drive.

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

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

None

7. **OPEN DISCUSSION**

A. **HOLIDAY SCHEDULE FOR MHA**

The Board discussed the holiday schedule for MHA employees while reviewing the City of Malden's holiday schedule.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the closing of MHA offices as follows:

- Close at Noon December 24, 2014 and December 31, 2014
- Closed December 25, 2014 and December 26, 2014
- Closed January 1, 2015 and January 2, 2015

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

Nays: None.

ADJOURNMENT

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, 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 7:00 PM


Francis C. Boudrow, Secretary