

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 14, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT Joan M. Chiasson and Mark A. Lawhorne

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF JANUARY 10, 2017 AND JANUARY 24, 2017

The minutes of the meetings of January 10, 2017 and January 24, 2017 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of January 10, 2017 and January 24, 2017 as submitted.

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

Nays: None

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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. NANGLE CONSULTING ASSOCIATES, INC. ("NANGLE") - INVOICE

An invoice dated February 2, 2017 from Nangle for environmental services, including a Phase I Environmental Site Assessment report for 14-16 Clement Street in the sum of \$585 was reviewed by the Board.

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 Nangle for environmental services in the sum of \$585 to be paid from Central Office Cost Center ("COCC") funds.

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

Nays: None

B. NANGLE – INVOICE

The Board considered an invoice dated January 16, 2017 from Nangle for environmental services performed in conjunction with Phase I Environmental Site Assessment report for 14-16 Clement Street in the sum of \$1,231.

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 Nangle for environmental services in the sum of \$1,231 to be paid from COCC funds.

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

Nays: None

C. KP LAW, P.C. – INVOICE

An invoice dated January 24, 2017 from KP Law, P.C. in the sum of \$558 for legal services for general employment issues was analyzed 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 KP Law, P.C. for legal services in the sum of \$558 to be paid from COCC funds.

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

Nays: None

D. MALDEN YMCA – INVOICES (4)

The Board studied two (2) invoices dated December 31, 2016 in the sums of \$2,909.26 for Linden and \$1,172.84 for the Newland Street After School Program and two (2) invoices dated January 31, 2017 in the sums of \$2,121.69 for Linden and \$1,586.63 for the Newland Street After School Program.

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

VOTED: To approve and authorize payment to the YMCA in the total amounts of \$4,082.10 for the Linden and \$3708.32 for the Newland Street After School Programs.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Frank M. Molis

Nays: None

E. JAMES M. HENNESSEY – INVOICE

An invoice dated February 2, 2017 from James M. Hennessey in the sum of \$1,575 for annual inspections at Forestdale, inspectional reports and quality control inspections was perused by the Board.

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

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$1,575 for HQS inspectional reports and quality control inspections to be paid by Section 8 and annual Forestdale inspections to be paid by the COCC.

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

Nays: None

F. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board examined an invoice dated February 1, 2017 from SG Risk in the sum of \$977.50 for risk management and insurance consulting services.

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 SG Risk in the sum of \$977.50 from the COCC funds for risk management and insurance consulting services.

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

Nays: None

G. MALDEN POLICE DEPARTMENT – INVOICES (8)

Eight (8) invoices from the Malden Police Department for police details at Salem Street and Newland Street were scrutinized as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
01/23/17	15058	\$442.82
01/25/17	15096	221.41
01/27/17	15105	221.41
01/31/17	15115	1,107.05
02/03/17	15144	442.82
02/07/17	15161	221.41
02/10/17	15176	221.41
02/13/17	15197	<u>221.41</u>
	TOTAL	<u>\$3,099.74</u>

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 the Malden Police Department in the total sum of \$3,099.74 for detail patrol coverage.

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

Nays: None

H. CBI CONSULTING INC. ("CBI") – INVOICES (4)

The Board reviewed four invoices from CBI and all dated January 31, 2017 as follows:

<u>Invoice No.</u>	<u>Description</u>	<u>Amount</u>
26124	Newland Street concrete steps – design	\$ 6,422.40 CFP
12104	Newland Street – close out	375.00 CFP
26173	630 Salem Street – construction docs	66,172.50 CFP
26126	Clement Street – outside services	<u>660.00 DHCD</u>
	TOTAL	<u>\$73,629.90</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 CBI in the total sum of \$73,629.90 from the sources as detailed above.

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

Nays: None

I. STONEHAM MOTOR CO., INC. - INVOICE

An invoice dated February 7, 2017 from Stoneham Motor Co., Inc. for a 2017 Ford F250 Pickup Truck in the sum of \$35,154 for the Forestdale development was considered by the Board.

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 Stoneham Motor Co., Inc. for the purchase of a F-250 Pickup Truck for the Forestdale development in the sum of \$35,154, with \$35,000 to be paid from state funds, and \$154 to be paid from COCC funds.

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

Nays: None

J. THYSSENKRUPP ELEVATOR CORP – INVOICES (2)

The Executive Director provided the Board with two (2) invoices from ThyssenKrupp for upgrades to elevators at 120 Mountain Avenue in the sum of \$30,350 dated January 23, 2017 and 630 Salem Street in the sum of \$30,550 dated January 19, 2017.

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 from the CFP to ThyssenKrupp for upgrades to elevators at 120 Mountain Avenue and 630 Salem Street for a total cost of \$60,900.

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

Nays: None

K. WEGOWISE – CHANGE ORDERS (2)

The Board analyzed two (2) change orders dated February 13, 2017 to track spikes in energy consumption for both the Federal and State developments. Federal (change order No. 3) in the sum of \$749.38 and State (change order No. 2) in the sum of \$113.13.

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 Federal change order No. 3 in the sum of \$749.38 and State change order No. 2 in the sum of \$113.13 with Wegowise.

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

Nays: None

L. TERMINAL EXCHANGE SYSTEMS – QUOTE

A quote dated February 13, 2017 from Terminal Exchange Systems for twelve (12) Lenovo ThinkPad Notebook Computers in the total sum of \$5,820 was studied by the Board. It was noted that a three day MA OSD CommBuys training seminar for MHA maintenance and administrative staff was scheduled to start on February 21, 2017.

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

VOTED: To accept the quote from Terminal Exchange Systems for twelve (12) Lenovo ThinkPad Notebook Computers and authorize and approve the purchase of the same by the COCC in the total sum of \$5,820.

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

Nays: None

M. CAPITAL FUND PROGRAMS (“CFP”) REVISIONS – FY 2014 AND FY 2015

The Board considered the Revised Annual Statement for the CFP for FY 2014 adjusting certain planned improvements at Newland Street and 630 Salem Street. The Revised Annual Statement for FY 2015 adjusted monies for improvements at Newland Street.

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

VOTED: To approve the Revised 2015 and 2016 CFP Annual Statements and authorize the Executive Director to submit same to the U.S. Department of Housing and Urban Developments (“HUD”).

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

Nays: None

4. POLICIES

A. CODE OF CONDUCT

The Executive Director noted that MHA’s Code of Conduct needs to be amended to conform to HUD regulations.

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

VOTED: To approve the revisions to MHA’s Code of Conduct and authorize the Executive Director to submit the same to HUD.

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

Nays: None

5. CHARITABLE REQUESTS

A. THE GOLDEN TORNADO CLUB – CHANGING LANES BOWLING TOURNAMENT

The Board perused a letter from the Golden Tornado Club dated January 18, 2017 inviting MHA's participation in a bowling fundraiser for the benefit of the Golden Tornado Club.

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 contribution of \$100 from COCC funds to the bowling tournament for the Golden Tornado Club.

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

Nays: None

B. AGASSIZ VILLAGE

A thank you letter dated January 26, 2017 from Agassiz Village was accepted by the Board.

No further actions was necessary.

C. MALDEN ROTARY CLUB ROAD RACE

A solicitation from the Malden Rotary Club for a donation to its Road Race to be held on March 25, 2017 was examined by the Board.

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 a donation of \$100 from COCC funds to the Malden Rotary for their Annual Road Race on March 25, 2017.

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

Nays: None

D. MALDEN HIGH SCHOOL JR. VARIETY CLASS OF 2018

The Board scrutinized a solicitation to place an advertisement in the Malden High School's Class of 2018 Junior Variety program.

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 Executive Director to place an ad in the Malden High School 2018 Junior Variety program for the sum of \$100 to be paid by the COCC.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- Massachusetts/National Association of Housing and Redevelopment officials ("Mass/NAHRO") – 35th Annual Legislative Information Day
- Housing Families Inc. – 15th Annual Legislative Breakfast
- Federal Grievance Training
- CX Energy 2017 Conference and Expo
- NAHRO – 2017 Annual Conference
 - Violence Against Women Act
 - Federal Grievance Training
 - Past Presidents Memorial Scholarship Competition
 - Outstanding Agency Awards
 - Board Member of the Year Award
 - Procurement and Contract Management

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 appropriate staff and Commissioners to attend any/all of the above trainings or conferences at MHA cost.

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

Nays: None

7. OPEN DISCUSSION

A. NELROD TRAINING CONFERENCE

The Executive Director reminded the Board of the upcoming Nelrod Training for public housing and Section 8.

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 all Commissioners and staff to attend the Nelrod Conference at MHA cost.

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

Nays: None

B. SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM ("SEMAP") - CERTIFICATION

The Executive Director transmitted the SEMAP Certification of MHA as a High Performer to the Board for its review and information.

No further action was necessary.

C. RESCHEDULING OF BOARD MEETINGS

The Board discussed upcoming meetings of Resident Advisory Board ("RAB") and MHA's Annual and Five Year Public Housing Authority Plan ("PHA Plan"). It was also noted that future Board meetings will need to be rescheduled due to a conflict with a NAHRO conference.

No further action was necessary at this time.

ADJOURNMENT

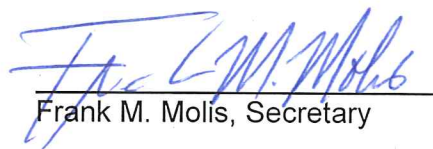
After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:45 PM



Frank M. Molis, Secretary