

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 23, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: 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 FEBRUARY 2, 2016

The minutes of the February 2, 2016 Board meeting were reviewed by the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of February 2, 2016 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the list of bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None

3. FINANCIAL MATTERS

A. CONDOMINIUM UNITS – MALDEN YMCA – RESOLUTION 2016-05

The Executive Director explained the pending re-acquisition of MHA's Condominium units by the YMCA and U.S. Department of Housing and Urban Development ("HUD") approval. HUD requires MHA to file a Disposition Application in order to obtain approval.

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

RESOLVED AND VOTED: Resolution No. 2016-05 that the Executive Director is authorized to complete the HUD Disposition Application and execute and provide all required documents and certifications related thereto in order to submit same to HUD Special Application Center in Chicago and the Boston Field Office, for approval to re-convey the two (2) units to the YMCA in accordance with MHA's contractual obligations under the Purchase and Sale Agreement.

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Frank M. Molis and Joan M. Chiasson

Nays: None

B. FINANCIAL STATEMENT

The Executive Director transmitted the Combined Balance Sheet and Monthly Budget Comparison by Asset Management Project ("AMP") as of January 31, 2016 for review.

No further action was necessary at this time.

C. EMPLOYMENT AND INCOME VERIFICATION – REQUEST FOR PROPOSAL ("RFP")

Edward Fahey, Director of Procurement and Modernization, informed the Board of only one response to the RFP for employment and income verification from Talx Corporation as follows:

	<u>Per Verification</u>	<u>Annual Rate</u>	<u>Monthly Rate</u>	<u>Over 2,000 Verifications Per Year Rate</u>
First Year	\$11.14	\$22,280.04	\$1,856.67	\$11.39
Second Year	11.71	23,420.04	1,951.67	11.96
Third Year	12.31	24,620.04	2,051.67	12.56
Fourth Year	12.94	25,880.04	2,156.67	13.19
Fifth Year	13.60	27,200.04	2,266.67	13.85

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 award Talx Corporation the employment income verification contract as the most responsive and responsible bidder and authorize the Executive Director to enter into said contract for the same for one (1) year with MHA's option to extend for four (4) more years.

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

Nays: None

D. VEHICLE MAINTENANCE AND REPAIR – RFP PROPOSAL

Edward Fahey presented the Board with a bid proposal from United Auto & Truck Service LLC, the sole bidder, for general vehicle maintenance and repair to MHA vehicles at the hourly sum of \$87.69.

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 award United Auto & Truck Service LLC the contract to repair MHA vehicles at the hourly rate of \$87.69 as the most responsive and responsible bidder and authorize the Executive Director to enter into said contract.

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

Nays: None

E. HARDWARE AND VARIOUS SUPPLIES – RFP

A proposal from Lamson & Davis True Value, Inc. ("Lamson") to provide MHA with general hardware supplies at a discounted rate of 15% was considered by the Board and recommended by Ed Fahey.

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 award Lamson's discounted rate of 15% for general hardware supplies as the most responsive and responsible bidder and authorize the Executive Director to enter into said contract.

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

Nays: None

F. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board analyzed six (6) 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>
02/04/16	12778	\$221.41
02/05/16	12791	221.41
02/09/16	12810	442.82
02/16/16	12850	442.82
02/19/16	12880	221.41
02/22/16	12898	<u>664.23</u>
	TOTAL	<u>\$2,214.10</u>

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 the Malden Police Department in the total sum of \$2,214.10.

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

Nays: None

G. ENLIGHTENED ENERGY CONSULTANT (“EEC”) – INVOICE

An invoice dated February 3, 2016 from EEC in the sum of \$5,250 for consulting services (Jack Gaffny) and oversight of the Energy Performance Contract (“EPC”) was studied 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 \$5,250 for EPC consulting services from the COCC.

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

Nays: None

H. JAMES M. HENNESSEY – INVOICE

The Board perused an invoice dated February 18, 2016 from James M. Hennessey in the sum of \$3,468.75 for inspectional services.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$3,468.75 for inspectional services.

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

Nays: None

I. MASSACHUSETTS NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS INSURANCE GROUP, INC. ("MASS/NAHRO") – INVOICE

An invoice dated February 16, 2016 for workers' compensation insurance from Mass/NAHRO in the sum of \$258,114 was examined by the Board.

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 payment to Mass/NAHRO Insurance Group, Inc. in the sum of \$258,114 for workers' compensation insurance for the period March 27, 2016 through March 27, 2017 as allocated by the Finance Director against the COCC and developments.

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

Nays: None

J. MALDEN YMCA – INVOICES (3)

The Board scrutinized three (3) invoices from the Malden YMCA for after school programs as follows:

<u>Invoice Dated</u>	<u>Development</u>	<u>Amount</u>
12/31/15	Newland Street	\$1,670.38
01/31/16	Newland Street	1,733.76
01/31/16	Linden Development	1,371.13
		<u>\$4,775.27</u>

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

VOTED: To approve and authorize payment to the Malden YMCA in the total sum of \$4,775.27.

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Frank M. Molis and Joan M. Chiasson

Nays: None

K. DIRECTOR OF PUBLIC HOUSING – CREDIT CARD

The payment for the upcoming HAB Conference has brought to light an issue on credit card limits. Currently, MHA credit cards have a limit of \$1,000. The Executive Director suggested that the credit card for Jennifer Carlson, Director of Public Housing, be increased to \$5,000 to allow for the payment of several staff to attend conferences.

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 an increase of the credit card limit on the Director of Public Housing's MHA credit card to \$5,000.

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

Nays: None

L. NEW ENGLAND AFFORDABLE HOUSING MANAGEMENT ASSOCIATION ("NEAHMA") – APPLICATION

The Executive Director presented an application for a 2016 membership with NEAHMA in the sum of \$491. NEAHMA's mission is to facilitate communication between management agents and local HUD and state housing finance agencies, to provide quality training and education on regulatory, legal, legislative and management related topics and to promote quality affordable housing.

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 the 2016 membership with NEAHMA in the sum of \$491 to be paid from the COCC.

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

Nays: None

M. CITIZENS' HOUSING AND PLANNING ASSOCIATION ("CHAPA") – MEMBERSHIP FORM

The Board reviewed a CHAPA Membership Form as an Organizational Member which provides all MHA employees to receive additional discounts on CHAPA events. CHAPA is a non-profit membership organization for affordable housing and community development activities through Massachusetts. CHAPA's mission is to encourage the production and preservation of housing which is affordable to low-income families and individuals.

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 the membership in CHAPA for the sum of \$750 to be paid from the COCC.

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

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

A. PROJECT TRIANGLE – ANNUAL CELEBRATION

The Board reviewed an invitation to Project Triangle's Annual Celebration held at the Westin Boston Waterfront Hotel on April 28, 2016.

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 a donation in the sum of \$250 to Project Triangle from the COCC.

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

Nays: None

B. TRIPLE THREAT TRIVIA MALDEN LIBRARY FUNDRAISER

The Executive Director explained MHA's involvement in the Malden Public Library fundraiser called Triple Threat Trivia.

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 payment to the Malden Public Library in the sum of \$360 for Triple Threat Trivia from the COCC.

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

Abstain: Frank M. Molis

Nays: None

C. MALDEN ROTARY CLUB 13TH ANNUAL ROAD RACE

A request from the Malden Rotary Club for a donation to the 13th Annual Road Race to be held on March 26, 2016 was discussed 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 a donation of \$100 to the 12th Annual Malden Rotary Road Race from the COCC.

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

Nays: None

D. AGASSIZ VILLAGE

A solicitation from Agassiz Village was recognized by the Board. The Executive Director explained Newland Street children have been receiving scholarships to attend Agassiz Village.

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 a charitable contribution to Agassiz Village in the sum of \$100 from the COCC.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- NAHRO Conference – Washington
- PHADA's Annual Convention
- PHADA's Webcast

7. OPEN DISCUSSION

None

ADJOURNMENT

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn.

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

Nays: None

Adjourned at 5:45 PM



~~Joan M. Chiasson~~, Secretary

FRANK M. Molis
ACTING SECRETARY