

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 25, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Barbara A. Purcell

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

ALSO PRESENT: Karen Hayes, Mayor's Office

**1. APPROVAL OF MINUTES – JANUARY 14, 2014, JANUARY 21, 2014 AND FEBRUARY 11, 2014**

The minutes of January 14, 2014, January 21, 2014 and February 11, 2014 were reviewed by the Board.

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

VOTED: To approve the minutes of January 14, 2014, January 21, 2014 and February 11, 2014 as submitted.

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

Nays: None.

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

The Executive Director presented the investment detail with total cash investments of \$6,705,000.

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson, and seconded by George N. Bayers, it was unanimously

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

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

Nays: None.

### 3. FINANCIAL MATTERS

#### A. GAFFNY GROUP ('GAFFNY') – INVOICE

The Board reviewed an invoice dated February 14, 2014 from Gaffny in the sum of \$12,603.59 for consulting and technical assistance on the water sealant project at 557 Pleasant Street which included subcontracting to Thompson & Lichtner Company, Inc.

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

VOTED: To approve and authorize payment to Gaffny in the sum of \$12,603.59 for consulting and technical assistance.

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

Nays: None.

#### B. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – INVOICE

An invoice dated February 11, 2014 from Lambrian in the sum of \$27,554.51 for accessibility improvements was studied by the Board. The invoice represents a close-out of and payment of the retainage for the Phase I portion of the project.

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

VOTED: To approve and authorize payment to Lambrian in the sum of \$27,554.51 and authorize the Executive Director to sign all close-out documents.

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

Nays: None.

#### C. MALDEN YMCA – INVOICES (2)

The Board scrutinized two (2) invoices from the Malden YMCA for the Newland Street After School program for the months of November and December 2013 in the sums of \$1,668.30 and \$1,611.99.

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 for the Newland Street After School program in the total sum of \$3,280.29.

Ayes: George N. Bayers and Francis C. Boudrow.

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

**D. MALDEN YMCA – INVOICE**

An invoice dated January 31, 2014 for transportation services provided by the Malden YMCA in the sum \$1,633.31 was examined by the Board

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 Malden YMCA in the sum of \$1,633.31 from transportation services.

Ayes: George N. Bayers and Francis C. Boudrow.

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

**E. MALDEN POLICE DEPARTMENT – INVOICES (4)**

The Board perused the following invoices from the Malden Police Department for police details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
02/03/2014	8919	\$ 1,316
02/18/2014	8981	1,316
02/18/2014	8997	282
02/24/2014	9005	<u>1,128</u>
	Total	<u>\$4,042</u>

After due discussion and upon motion duly made by Joan M. Chiasson 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 \$4,042.

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

Nays: None.

**F. ROCA, INC. ("ROCA") – INVOICE**

An invoice dated February 12, 2014 from Roca in the sum of \$3,920.88 for maintenance services was considered by the Board.

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

VOTED: To approve and authorize payment to Roca in the sum of \$3,920.88 for maintenance services.

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

Nays: None.

**G. CBI CONSULTING INC. ("CBI") – INVOICES**

The Board analyzed an invoice dated February 17, 2014 from CBI in the sum of \$1,350 for engineering services on the balcony repairs at Forestdale. The invoice will be submitted to the Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

VOTED: To authorize and approve payment to CBI in the sum of \$1,350.

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

Nays: None.

**H. CBI – INVOICE**

The Board reviewed an invoice dated February 24, 2014 from CBI in the sum of \$4,750 for engineering services for accessibility improvements at Newland Street.

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

VOTED: To authorize and approve payment to CBI in the sum of \$4,750 for engineering services for accessibility improvements at Newland Street.

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

Nays: None.

**I. WILLIAM F. SULLIVAN INSURANCE GROUP ("SULLIVAN GROUP")**

An invoice dated February 27, 2014 from Sullivan Group for automobile insurance for MHA's fleet of vehicles in the sum of \$17,669 was studied by the Board.

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

VOTED: To approve and authorize payment to Sullivan Group in the sum of \$17,669 for MHA's automobile insurance.

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

Nays: None.

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

The Board studied an invoice dated February 25, 2014 from Urban Air for the monthly information technology services in the sum of \$2,100.

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

VOTED: To approve and authorize payment to Urban Air for information technology services in the sum of \$2,100.

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

Nays: None.

**K. GCG ASSOCIATES, INC. ("GCG") – INVOICE**

An invoice dated February 14, 2014 from GCG in the sum of \$864 for site repairs at Forestdale, Rockland and Clement Streets was scrutinized by the Board. This invoice will be submitted to DHCD for reimbursement.

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 GCG in the sum of \$864 for site repairs.

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

Nays: None.

**4. CHARITABLE REQUESTS**

None.

**5. CORRESPONDENCE AND NEWSLETTERS**

The Executive Director presented the Board with an invitation to the 12<sup>th</sup> Annual Legislative Breakfast sponsored by Housing Families and a thank you letter from Mystic Valley Elder Services for MHA's contribution.

**6. OPEN DISCUSSION**

**A. MHA ANNUAL REPORT TO THE CITY OF MALDEN**

The Executive Director presented the 2014 Annual Report to the Board with the intention of filing the same with the Mayor's Office as well as DHCD.

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

**VOTED:** To approve the 2014 Annual Report and authorize the Executive Director to submit the same to the Mayor's Office and DHCD.

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

**Nays:** None.

**B. SECTION 3 POLICY**

The Executive Director explained MHA's Section 3 Policy directed towards MHA residents being employed on MHA's improvement projects. It was explained that, with the ongoing energy improvement project, a timely effort on the Section 3 program is required and it was recommended that Motivation, Inc. be engaged to provide training and software to assist in the program.

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

**VOTED:** To approve and adopt the Section 3 Policy and authorize staff to implement the same.

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

**Nays:** None.

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

**VOTED:** To approve the License Agreement dated February 20, 2014 from Motivation, Inc. for Section 3 services.

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

**Nays:** None.

**C. RETIREMENT – DONALD GILLIS**

The Executive Director informed the Board that Donald "Jim" Gillis has been an employee with MHA for approximately 30 years and will be retiring shortly. The Board in the past has authorized funding for a retirement breakfast to be held at MHA in honor of the retiree.

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 retirement breakfast for Mr. Gillis in the amount not to exceed previous expenditures for retirement breakfasts.

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

Nays: None.

**ADJOURNMENT**

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 5:55 PM

  
Secretary