

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, February 2, 2016 at 3:50 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Joan M. Chiasson

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

**1. APPROVAL OF MINUTES OF JANUARY 26, 2016**

The minutes of the January 26, 2016 Board meeting were reviewed by the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the minutes of January 26, 2016 as submitted.

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

Nays: None.

**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. SHEKAR & ASSOCIATES, INC. ("SHEKAR") – INVOICE**

An invoice dated January 26, 2016 from Shekar in the sum of \$14,720 for boiler replacement and asbestos removal at Forestdale which will be submitted to the Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement was scrutinized 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 Shekar in the sum of \$14,720 for boiler replacement and asbestos removal at Forestdale, and to submit to DHCD for such payment.

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

Nays: None.

**B. BORRELL TECHNOLOGY INCORPORATED (“BORRELL”) – INVOICE**

The Board reviewed an invoice dated January 30, 2016 from Borrell in the amount of \$23,595 for consulting services for the Newland Street accessibility project.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to Borrell in the amount of \$23,595 from MHA's CFP 1430 account for consulting services.

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

Nays: None.

**C. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (4)**

Four (4) invoices from MVES for resident service coordinators at the various developments and coverage of Forestdale events were considered by the Board as follows:

<u>Dated</u>	<u>Period/Services</u>	<u>Amount</u>
01/11/16	November 2015 – Resident Service Coordinators	\$11,029.83
01/11/16	November 2015 – Forestdale Event	31.60
02/01/16	December 2015 – Resident Service Coordinators	9,501.82
02/01/16	December 2015 – Forestdale Event	<u>35.19</u>
	TOTAL	\$20,598.44

After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize payment from the developments serviced to MVES in the total sum of \$20,598.44.

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

Nays: None.

**D. URBAN AIR INC. (“URBAN AIR”) – INVOICE**

The Board analyzed an invoice dated January 30, 2016 from Urban Air for monthly information technology services, including email scrubbing, annual firewall subscription and desktop upgrades in the sum of \$3,200.

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

VOTED: To approve and authorize payment to Urban Air for information technology services in the sum of \$3,200, allocated between developments serviced and the COCC.

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

Nays: None.

**E. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated February 1, 2016 from SG Risk in the sum of \$637.50 for insurance consulting services was studied by the Board.

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 SG Risk in the sum of \$637.50 for insurance consulting services to be paid from Central Office Cost Center (“COCC”) funds.

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

Nays: None.

**F. DIANE COHEN (“COHEN”) – INVOICE**

The Board perused an invoice dated January 31, 2016 from Cohen for services in the sum of \$1,100, including Admissions and Continued Occupancy (“ACOP”) and occupancy consulting.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to Cohen in the sum of \$1,100 for ACOP and occupancy consulting to be paid from COCC funds.

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

Nays: None.

**G. TRUCK PROCUREMENT – REQUEST FOR PROPOSAL (“RFP”)**

At the meeting of January 12, 2016 the Board had approved the purchase of four (4) plow equipped pickup trucks and one (1) dumping rack body for the sum of \$187,335 from

Stoneham Ford. Also needed with the purchase, however, is a spare tire for \$350 and a snow plow for the sanding truck for an additional sum of \$5,680.

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

VOTED: To ratify and confirm the vote of January 12, 2016 awarding Stoneham Ford as the most responsive and responsible bidder in the sum of \$187,355 and to include an additional \$6,030 to be paid from the COCC for the purchase of a spare tire and snow plow for the sanding truck.

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

Nays: None.

#### **H. CBI CONSULTING INC. ("CBI") – INVOICE**

An invoice dated January 21, 2016 from CBI for engineering and consulting in the sum of \$4,542 for the Newland Street accessibility project was examined by the Board.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$4,542 from the CFP 1430 account for engineering and consulting for the Newland Street accessibility project.

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

Nays: None.

#### **I. MALDEN POLICE DEPARTMENT – INVOICE**

The Board scrutinized an invoice dated February 1, 2016 from the Malden Police Department for Police details at 630 Salem Street and Newland Street in the sum of \$885.64.

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 the Malden Police Department in the sum of \$885.64 from the developments serviced for police details.

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

Nays: None.

**J. NEWLAND STREET DE-LEADING PROJECT**

The Director of Procurement and Modernization, Ed Fahey, explained that handrails at the Newland Street development contain lead paint and must be remediated. In response to the RFP's, Mr. Fahey recommends MHA award to David Faucet & Sons as Most Responsive and Responsible Bidder in the bid amount of \$17,500 to complete the work.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED To award the Newland Street handrail de-leading contract and authorize the Executive Director to contract with David Faucet & Sons as the most responsive and responsible bidder in the bid amount of \$17,500.

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

Nays: None.

**K. DAVID J. EASTMAN, LLC ("EASTMAN") – CONTRACTS**

Two (2) contracts from Eastman for MHA's website maintenance and hosting were reviewed by the Board. The contract for website support and enhancements is at the billing rate of \$50 per hour while the contract for website hosting for has annual fee of \$200.

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

VOTED To authorize the Executive Director to award the two (2) website maintenance and hosting contracts to Eastman, with fees to be paid from the COCC.

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

Nays: None.

**4. POLICIES**

**A. MALDEN ARMORY CONDOMINIUM – RESOLUTION 2016-3**

MHA received a written request from the Malden YMCA ("YMCA") to re-acquire two (2) condominium units, known as Unit 1 and Unit 2 in the Malden Armory Condominium, currently owned by MHA, pursuant to the terms of the Original Purchase & Sale Agreement, as affected by the First Amendment thereto. The U.S. Department of Housing and Urban Development ("HUD") approved the language allowing the YMCA to re-acquire these units from MHA within six (6) months of MHA's receipt of such written request. MHA is thus contractually obligated to perform in accordance with said terms. In order to perform as required under the contract, MHA

desires to dispose of the two (2) non-dwelling units which are associated with MHA Asset Management Project 4 ("AMP 4"), 120 Mountain Avenue.

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. 2016-03** To revise MHA's HUD approved Federal Fiscal Year 2016 ("FFY 2016") Public Housing Agency ("PHA") Annual and Five Year Plan to approve and authorize the Executive Director to submit a Disposition Application for the two (2) non-dwelling units to both the Boston Field Office and the HUD Special Application Center in Chicago.

Be it further resolved that MHA's HUD approved FFY 2016 PHA Annual and Five Year Plan is hereby revised to authorize the Board Chairperson and the Executive Director to complete all required documents and certifications required by HUD's Disposition Application and submit the same to HUD Special Applications Center 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 Mark A. Lawhorne.

Nays: None.

**B. ACOP- RESOLUTION 2016-4**

MHA desires to amend its Transfer Policy included as Chapter 12 of MHA's current ACOP to include a "Good Standing" requirement mandating that an applicant for a discretionary transfer be in full compliance with all lease terms for a minimum of six months.

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

**RESOLVED AND VOTED:** **Resolution No. 2016-04** That MHA revise its HUD approved FFY 2016 PHA Annual and Five Year Plan and that the Chairperson and Executive Director are authorized to complete, execute and provide all required documents and certifications related thereto in order submit the same to HUD to seek approval of MHA's amended ACOP Transfer Policy.

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

Nays: None.

5. **CHARITABLE REQUESTS**

None.

6. **CORRESPONDENCE AND NEWSLETTERS**

- Legislative Breakfast – Housing Families Inc.
- Tailored for Success – Thank you
- National Association of Housing and Redevelopment Officials (“NAHRO”) News.

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, Frank M. Molis, Francis C. Boudrow  
and Mark A. Lawhorne.

Nays: None.

Adjourned at 4:25 PM

  
Joan M. Chiasson, Secretary