

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 12, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: George N. Bayers Chairperson and Frank M. Molis,

COMMISSIONERS

ABSENT: Joan M. Chiasson, Francis C. Boudrow and Mark A. Lawhorne

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

***The Board did not have a quorum available to conduct an official meeting, but the two (2) Commissioners in attendance acting as a Board subcommittee approved the following votes/recommendations. The properly constituted Board with a quorum may vote to ratify and confirm the subcommittee's recommendations at its next meeting.***

1. **FINANCIAL MATTERS**

A. **ENLIGHTENED ENERGY CONSULTANTS ("EEC") – INVOICE**

An invoice dated December 31, 2015 from EEC in the sum of \$3,900 for continuing consulting on MHA's U.S. Department of Housing and Urban Development ("HUD") approved Energy Performance Contract ("EPC") was scrutinized 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 in the sum of \$3,900 to EEC for consulting services.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

B. **EEC – CHANGE ORDER**

The Board reviewed a Change Order from EEC dated January 5, 2016 in the amount of \$15,000 to allow for the company's continuing consulting on the EPC. It was noted that the current total contract with the change is \$98,327.74.

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 accept the Change Order from EEC in the sum of \$15,000 for consulting on the EPC.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

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

Two (2) bids were received and reviewed for the purchase of four (4) plow equipped pick-up trucks and one (1) dump truck rack body. The first bid was from Liberty Chevrolet in the sum of \$194,125 and the second was bid from Stoneham Motor Co. in the sum of \$187,355.

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 award the contract to Stoneham Motor Co. as the most responsive and responsible bidder in the sum of \$187,335 for four (4) plow equipped pick-up trucks to be paid for from the operating fund and one (1) dump truck rack body with same to be paid from COCC funds and authorize the Executive Director to contract for the same.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**D. HOUSING QUALITY STANDARDS – RFP**

The Board considered two (2) RFP's for housing quality standards inspection services. Geosite Environmental Inc. proposed \$42 per initial inspection (up to 400 inspections) for a one year period with the option to extend the award for up to four (4) additional one year terms which was recommended and the second from Housing Authority Inspection Group proposed \$47 per initial inspection.

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 award the contract to Geosite Environmental Inc. as the most responsive and responsible bidder for Housing Quality Standards inspections in the sum of \$42 per initial inspection (up to 400 inspections) for a one year period with the option to extend the award for up to four (4) additional one year terms and authorize the Executive Director to contract for the same.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**E. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE**

An invoice from SG Risk dated December 1, 2015 in the sum of \$573.75 for insurance consulting services was analyzed 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 SG Risk in the sum of \$573.75 for insurance consulting services.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

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

The Board studied an invoice dated December 30, 2015 for the month of December 2015 from Urban Air for monthly information technology services, inclusive of annual software updates, in the sum of \$3,000.

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 Urban Air for information technology services and annual software updates in the sum of \$3,000.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**G. DIANE COHEN ("COHEN") – INVOICE**

An invoice dated December 31, 2015 from Diane Cohen for consulting services in the sum of \$1,800, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting, 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 approve and authorize payment to Cohen in the sum of \$1,800 from the COCC for consulting services.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**H. MALDEN POLICE DEPARTMENT – INVOICES (2)**

The Board examined two (2) 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>
12/15/15	12548	\$ 332.11
12/17/15	12585	<u>221.41</u>
	TOTAL	<u>\$ 553.52</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 the Malden Police Department in the total sum of \$553.52.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**I. YMCA – INVOICE**

An invoice dated December 15, 2015 from the Malden YMCA for the Newland Street After School Program in the sum of \$1,324.20 was scrutinized 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 the Malden YMCA in the sum of \$1,324.20 for the Newland Street After School Program.

Ayes: George N. Bayers

Abstain: Frank M. Molis

Nays: None.

**J. HAB INC. – INVOICE**

The Board reviewed an invoice dated January 1, 2016 from HAB Inc. for the annual software support contract renewal in the amount of \$15,099.

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 HAB Inc. in the amount of \$15,099 for the annual software support contract apportioned between MHA's developments and the COCC.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**K. CBI CONSULTING INC. ("CBI") – INVOICE**

An invoice dated December 16, 2015 from CBI for engineering and consulting in the sum of \$11,335 for the Newland Street accessibility project 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 CBI in the sum of \$11,335 for engineering and consulting for the Newland Street accessibility project.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**L. JAMES M. HENNESSEY – INVOICES (2)**

The Board analyzed two invoices dated January 7, 2016 in the sums of \$600 (November 2015) and \$1,312.50 (December 2015) from James H. Hennessey for consultant services for inspections at various MHA Developments.

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 James M. Hennessey in the total sum of \$1,912.50 for consultant services.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**M. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC")**

An invoice dated January 4, 2016 from GIC in the sum of \$7,444.25 for health insurance premiums was studied 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 GIC in the sum of \$7,444.25.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**N. ATC GROUP SERVICES, LLC ("ATC")**

The Board perused a proposal dated January 7, 2016 from ATC in the sum of \$3,075 for lead inspections for nine units to be rehabilitated as part of the Newland Street 504 Project.

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 contract with ATC for lead inspections for the Newland Street 504 Project in the sum of \$3,075.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**O. SENIOR TRANSPORTATION REQUEST – CITY OF MALDEN**

The Executive Director shared a letter dated January 8, 2016 from the Mayor requesting MHA's support in the sum of \$20,000 for the transportation program for Malden's seniors.

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 the City of Malden in the sum of \$20,000 from the COCC for the City's transportation program for Malden's seniors.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**P. NEW ENGLAND REGIONAL COUNCIL NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (NERC/NAHRO) – 2016 AGENCY MEMBERSHIP DUES.**

An invoice for the NERC/NAHRO 2016 Agency Membership Dues in the sum of \$150 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 payment to NERC/NAHRO for 2016 membership dues.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

Q. **SECURITY SERVICE AGREEMENTS (2) – BCM CONTROLS CORPORATION (“BCM”)**

The Executive Director presented annual service agreements from BCM for the period January 1, 2016 through December 31, 2016, including maintenance of the fob key system and security cameras for the following sites:

557 Pleasant Street	\$ 14,673.75
275 Newland Street	<u>5,359.20</u>
TOTAL	\$20,032.95

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 two (2) 2016 annual service agreements listed above and payment in the total sum of \$20,032.95 to BCM.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

R. **HOWARD L. GORDON – BUSINESS NAME CHANGE**

A letter dated December 29, 2015 from Howard L. Gordon alerting MHA to the name change of his business to Gordon/Griffin, LLC was scrutinized by the Board. The Board approved revising MHA's current contract to Gordon/Griffin, LLC to reflect a name change and authorize the Executive Director to sign and return revised documentation to the new firm.

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 execute documentation to assign the contract with Howard L. Gordon, CPA to Gordon/Griffin, LLC.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

2. **POLICIES**

A. **PROPOSED REVISION TO MHA'S PERSONNEL POLICY**

The Executive Director discussed the current MHA Personnel Policy and transmitted the amended employment hiring preferences for qualified and eligible public housing residents (Section 3) and for qualified and eligible Malden veterans.

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 adopt a revision to Section 5 of the current MHA Personnel Policy, as submitted.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**B. RISK CONTROL POLICY STATEMENT – RESOLUTION NO. 2016-1**

The Board reviewed a draft Risk Control Policy Statement presented by the Executive Director.

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

**RESOLVED AND VOTED:** Resolution No. 2016-1 by MHA the 2016 Risk Control Policy Statement is hereby approved and staff is authorized to submit this policy to the Housing Authority Risk Retention Group and further resolved that MHA submitting his 2016 Risk Control Policy Statement, hereby confirms its commitment to diligently providing housing and work areas that are decent, safe and sanitary with the lease risk exposure for residents, staff and property.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**3. CHARITABLE REQUESTS**

**A. NORTH SHORE BLACK WOMEN’S ASSOCIATION, INC. (“NSBWAI”)**

The Board reviewed a solicitation from NSBWAI for their 23<sup>rd</sup> Annual Martin Luther King, Jr. Memorial Luncheon on January 16, 2016.

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 \$250 from the COCC to the NSBWAI for their 23<sup>rd</sup> Annual Martin Luther King, Jr. Memorial Luncheon.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**B. FRANK SAYS HI**

A solicitation from the Eighth Annual “Frank Says Hi” Scholarship Foundation Fundraiser 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 a donation to the "Frank Says Hi" Scholarship Foundation in the sum of \$50 from the COCC.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**C. SPECIAL OLYMPICS**

The Board reviewed solicitation from the Special Olympics.

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 to the Special Olympics in the sum of \$100 from the COCC.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**4. CORRESPONDENCE AND NEWSLETTERS**

**A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – ANNUAL REPORT**

The Executive Director transmitted MHA's 2016 Annual Report for submission to DHCD and the City.

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 submission of MHA's 2016 Annual Report to DHCD and the City.

Ayes: George N. Bayers and Frank M. Molis.

Nays: None.

**B. CORRESPONDENCE**

The Board received the following correspondence and newsletters:

- NAHRO Spring Conference
- Mass/NAHRO Training
- NERC/NAHRO Mid-Winter Conference
- NAHRO News

- Announcement of Katherine Clark Coffee Hour

5. **OPEN DISCUSSION**

None

**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: George N. Bayers and Frank M. Molis.

Nays: None.

Adjourned at 5:40 PM

  
Joan M. Chiasson, Secretary