

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 13, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

ALSO PRESENT:     Karen Hayes, Mayor's Office

**1.     APPROVAL OF MINUTES – DECEMBER 16, 2014**

The minutes of December 16, 2014 were reviewed by the Board and after due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED:             To approve and authorize the minutes of December 16, 2014, as submitted.

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

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 George N. Bayers, and seconded by Barbara A. Purcell, it was unanimously

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

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

Nays: None.

**3.     FINANCIAL MATTERS**

**A.     LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – CHANGE ORDER NO. 2**

Change Order No. 2 dated December 16, 2014 from Lambrian requesting an increase in the contract for additional masonry wall work for the water infiltration repairs to 557 Pleasant Street of \$14,577.50 was analyzed by the Board. With the change order, the new total contract price is \$869,610.64.

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

VOTED: To accept and approve Change Order No. 2 from Lambrian for an increase in the contract of \$14,577.50 for additional masonry wall work at 557 Pleasant Street.

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

Nays: None.

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

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

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, 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  
Joan M. Chiasson and Barbara A. Purcell.

Nays: None.

**C. CBI CONSULTING, INC. ("CBI") – INVOICE**

An invoice dated December 23, 2014 in the sum of \$3,451.25 from CBI for services on construction documents and schematic design for the Newland Street accessibility project was studied by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$3,451.25 for construction documents and schematic design for the Newland Street accessibility project.

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

Nays: None.

**D. TENANT MOVING EXPENSES**

The Board reviewed a U.S. Department of Housing and Urban Development ("HUD") moving expense form in the sum of \$1,000 for a Newland Street tenant being relocated by the MHA pursuant to an administrative transfer from a unit that has been chosen by the MHA for

inclusion in the Newland Street 504 unit accessibility conversion project to a unit at 630 Salem Street.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to the tenant, Laura Owen, for moving expenses to a unit at 630 Salem Street related to the MHA administrative transfer.

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

Nays: None.

**E. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – INVOICE**

An invoice dated December 24, 2014 from Lambrian for exterior insulation and finishing system ("EFIS") work at 557 Pleasant Street in the sum of \$63,494 was perused 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 Lambrian in the sum of \$63,494 for the EFIS project at 557 Pleasant Street.

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

Nays: None.

**F. RICOH USE, INC. ("RICOH") – NEW COPIER/SCANNER**

The Executive Director explained the numerous problems with the current Xerox copiers while recommending MHA buy out the Xerox lease and enter into a three-year lease with Ricoh based on state contract pricing with a monthly lease payment of up to \$3,695.41 for various copiers/scanners.

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 the Executive Director to buy out of the Xerox lease and enter into a three-year lease with Ricoh based on state contract pricing with a monthly lease payment of up to \$3,695.41 for various copiers/scanners.

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

Nays: None.

**G. CBI – INVOICE**

The Board perused an invoice dated December 22, 2014 in the sum of \$10,256 from CBI for schematic design services for the Clement Street renovations. The Executive Director reminded the Board the invoice will be submitted to Massachusetts Department of Housing and Community Development ("DHCD") for payment.

After due discussion and upon motion duly made by Frances C. Boudrow and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$10,256 for schematic design services for the Clement Street renovations and submit to DHCD for reimbursement.

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

Nays: None.

**H. COMMERCIAL CONSTRUCTION CORP. – INVOICES (2)**

The Executive Director presented two (2) invoices (applications for payment) from Commercial Construction Corp. The first invoice dated December 19, 2014 in the sum of \$145,725.25 was for masonry concrete repairs. The second invoice dated December 22, 2014 in the sum of \$7,669.75 was for the retainage on the masonry concrete repair contract. It was noted that the work was required due to HUD's Real Estate Assessment Center ("REAC") public housing inspections.

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

VOTED: To approve and authorize payment to Commercial Construction Corp. in the total sum of \$153,395 for masonry concrete repairs.

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

Nays: None.

**I. MALDEN YMCA – INVOICE**

The Board considered an invoice dated November 30, 2014 from the Malden YMCA for the Newland Street After School Program in the sum of \$1,837.94.

After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Barbara A. Purcell, it was

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,837.94 for the Newland Street After School Program.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

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

Nays: None.

**J. MOTIVATION, INC. – INVOICE**

An invoice from Motivation, Inc. in the sum of \$5,000 for Section 3 training and compliance management services was studied by the Board.

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 Motivation, Inc. in the sum of \$5,000 for Section 3 training and compliance management services.

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

Nays: None.

**K. PAYMENT IN LIEU OF TAXES (“PILOT”)**

The Board reviewed an email itemizing the PILOT contributions by MHA to the City of Malden detailed by development for total payment to the City of \$259,675.25.

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 in the sum of \$259,675.25 to the City of Malden for PILOT for Fiscal Year 2014.

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

Nays: None.

**L. JAMES M. HENNESSEY – INVOICE**

An undated invoice from James M. Hennessey in the sum of \$2,343.75 for consultant services for inspections at various MHA developments for the month of December 2014 was analyzed by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To authorize and approve payment to James M. Hennessey in the total sum of \$2,343.75 for consulting services for inspections.

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

Nays: None.

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

The Board examined an invoice dated December 31, 2014 (for November and December) from Diane Cohen for consulting services in the sum of \$2,150, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting.

After due discussion and upon motion duly made by George N. Bayers and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize payment to Cohen in the sum of \$2,150 for consulting services.

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

Nays: None.

**N. HURLEY, O'NEILL & COMPANY, P.C. ("HURLEY") – CONTRACT AMENDMENT**

A Contract Amendment for audit services for Hurley was submitted to the Board. The Amendment was for the inclusion of State audit services or Legislative-Mandate In Accordance with Chapter 235 "An Act Relative to Local Housing Authorities" – Public Housing Notice 2014-26.

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 the Amendment to the Hurley contract to include new required State audit services.

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

Nays: None.

**O. MYSTIC VALLEY ELDER SERVICES – ("MVES") – INVOICE**

The Board considered an invoice dated January 6, 2015 in the sum of \$11,995.27 from MVES for resident service coordinators at the various developments for the month of December, 2014.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment to MVES in the sum of \$11,995.27 for resident service coordinators.

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

Nays: None.

**P. ROCA INC. ("ROCA") – INVOICE**

An invoice dated December 11, 2014 from Roca in the sum of \$1,071.36 for monthly custodial maintenance.

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 Roca in the sum of \$1,071.36 for monthly custodial maintenance.

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

Nays: None.

**Q. XEROX – LEASE BUYOUT**

Pursuant to previous votes, the Board was presented with the detail for the buyout of the Xerox copier/scanner lease in the sums of \$7,435.16 and \$7,130.76 for total buyout of \$14,565.92.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize the buyout of Xerox in the total sum of \$14,565.92.

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

Nays: None.

**R. MALDEN POLICE DEPARTMENT – INVOICES (3)**

The Board perused three (3) invoices from the Malden Police Department for police details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
12/15/14	10516	\$1,128
12/17/14	10552	282
12/18/14	10567	<u>188</u>
	TOTAL	\$1,598

After due discussion and upon motion duly made by George N. Bayers and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department for police details in the total sum of \$1,598.

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

Nays: None.

**S. ROCA – AMENDED COST SCHEDULE**

The Board had previously voted to adjust Roca's cost schedule to reflect the new State law raising the minimum wage in Massachusetts with an expected increase as of January 2015 to \$9.00 per hour.

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

VOTED To amend Roca's cost schedule for its maintenance contract to reflect any State-mandated increase in the minimum wage.

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

Nays: None.

**T. HAB, INC. – USER GROUP WORKSHOP**

The Board received a registration notice from HAB, Inc. for software user group workshop scheduled March 10 at 8:00 AM thru March 12, 2015 at 4:00PM (3 day workshop) at the Norwood Housing Authority.

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 all appropriate staff to attend the HAB user group workshop and the expenditure for travel and lodging.



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

Nays: None.

**U. HAB, INC. – EXPERT TRAINING**

The Executive Director informed the Board of Expert Training at the HAB Training Center which is more advanced than the HAB training approved above.

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 all appropriate staff to attend the HAB Training Center and the expenditure for travel and lodging.

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

Nays: None.

**4. POLICIES**

None.

**5. CHARITABLE REQUESTS**

**A. FRANK SAYS HI SCHOLARSHIP FOUNDATION**

A fundraising flyer from the Frank Says Hi Scholarship Foundation was distributed to the Board. The fundraiser is for scholarships to deserving college-bound students in the Malden.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize a donation in the sum of \$50 to the Frank Says Hi Scholarship Foundation.

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

Nays: None.

**B. WOUNDED WARRIOR PROJECT**

The Board reviewed a solicitation from the Wounded Warrior Project which serves veterans and service members who incurred a physical or emotional injury.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize a donation in the sum of \$50 to the Wounded Warrior Project.

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

Nays: None.

**C. TAILORED FOR SUCCESS, INC.**

A request for a donation from Tailored for Success, Inc. was scrutinized by the Board. The Executive Director noted the organization provides used, professional clothing for unemployed local residents during their job search.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize a donation of \$50 to Tailored for Success, Inc.

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

Nays: None.

**6. CORRESPONDENCE AND NEWSLETTERS**

- NAHRO News
- 2015 NAHRO Washington Conference
- Reappointment of Frank Molis as Commissioner by DHCD
- Board Member Certification Program

**7. OPEN DISCUSSION**

**A. MHA 2015 ANNUAL REPORT TO THE CITY OF MALDEN AND DHCD**

The Board considered the 2015 Annual Report to the City of Malden as required by City Ordinance which summarizes MHA's revenue, budget, portfolio inventory, including motor vehicles and real estate. The Annual Report is also submitted to DHCD.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize submission of the MHA 2015 Annual Report to the City of Malden and DHCD.

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

Nays: None.

**B. ENERGY PERFORMANCE CONTRACT ("EPC") MEASUREMENT AND VERIFICATION**

The Executive Director presented a report on the measurement and verification of the EPC savings for the third quarter of 2014 while highlighting the significant water and sewer savings.

No further action was necessary at this time.

**C. EXECUTIVE DIRECTOR'S ROTARY MEMBERSHIP**

The Executive Director explained to the Board that MHA has funded his membership of the Malden Rotary Service Club, but he has been unable to actively participate because of work commitments.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize the termination of the Executive Director's membership in the Malden Rotary.

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

Nays: None.

**D. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO")**

A registration form for the Mass/NAHRO's 33<sup>rd</sup> Annual Legislative Appreciation Day to be held at the State House on Wednesday, March 4, 2015 was distributed to the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize appropriate staff and Commissioners to attend the 33<sup>rd</sup> Annual Legislative Appreciation Day.

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

Nays: None.

**ADJOURNMENT**

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:00 PM

  
Francis C. Boudrow, Secretary