

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 24, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne and Frank M. Molis

MHA STAFF: Stephen G. Finn and Deborah A. Lungo

**1. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

There were none.

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

**3. FINANCIAL MATTERS**

**A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") AMENDMENT NO. 9 – CAPITAL WORK PLAN 5001 AND MODPHASE RESOLUTION 2017 – 01**

The Executive Director read a Resolution seeking approval and authorization for MHA to revise DHCD Contract for Financial Assistance and Capital Improvement Work Plan No. 5001 for State-Aided Capital Improvement Housing Programs 165026 and 165047 to accept additional funding in the amount of \$267,660, and initial MODPHASE Initiative award funding in the amount of \$669,500 for Forestdale 667-3 project design costs.

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

**RESOLVED AND VOTED: Resolution No. 2017-01** To authorize and approve the Board Chairperson and the Executive Director to execute and submit with the Board Secretary attesting to the revised Capital Improvement Housing Program contract documentation with DHCD.

This Resolution shall take effect immediately.

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

Nays: None

**B. SCS ENVIROMENTAL SERVICES, INC. -- INVOICE**

The Board studied an invoice dated January 13, 2017 in the amount of \$14,100.00 from SCS Environmental Services Inc. for asbestos removal required to install new boiler and hot water plants at each benefitted property. The Executive Director requested the Board approve and authorize the COCC to pay the cost for the work performed at MHA's Forestdale and Sylvan Street properties.

312 Bryant Street	\$4,700
427 Forest Street B building	\$5,640
26 Sylvan Street C building	<u>\$3,760</u>
	\$14,100

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 SCS Environmental Services in the sum of \$9,400.00 from the Central Office Cost Center ("COCC") and \$4,700 from Amp 2 for asbestos abatement for the new boiler projects.

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

Nays: None

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

An invoice dated December 30, 2016 in the amount of \$4,950 from CBI for engineering design related to the Salem Street Building Envelope & Balcony Repair project was examined 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 CBI in the sum of \$4,950 from the CFP 1430 account for engineering and consulting for the Salem Street Building Envelope & Balcony Repair project.

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

Nays: None.

**D. CBI CONSULTING INC. ("CBI") – INVOICES (2)**

Two invoices, each dated December 30, 2016, from CBI for engineering design work were presented to the Board, the first in the amount of \$3,975 for Newland 504 design work, and the second in the amount of \$7,297 for the Newland Street stair and handrail study, each to be paid from the CFP 1430 account were examined 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 payments in the amounts of \$3,975 and \$7,297 to CBI Consulting, Inc. for Newland 504 design work, and for the Newland Street stair and handrail study, each to be paid from the CFP.

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

Nays: None.

**E. CBI CONSULTING INC. ("CBI") –INVOICES (2)**

Two invoices, each dated December 30, 2016, from CBI for engineering design work on the Clement Street HILAPP project were presented to the Board, the first in the amount of \$975 for design construction documents, and the second in the amount of \$6,022.50 for reimbursement of work performed by Peer Consulting.

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

VOTED: To approved and authorize two payments to CBI in the amounts of \$975 and \$6,022.50 for design and reimbursement of work performed by Peer Consulting on the MHA's Clement Street HILAPP State Mod project, and submit same to DHCD for processing.

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

Nays: None.

**F. S.I. SERVICES, INC.—INVOICE**

The Board was presented an invoice dated 1/10/17 in the sum of \$38,950 from S.I. Services, Inc. for roof repairs at MHA's Linden Development.

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 amount of \$38,950 to S.I. Services, Inc. for roof repairs at the MHA's Linden Development, to be paid by the CFP.

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

Nays: None.

**G. MALDEN POLICE DEPARTMENT - INVOICE**

An invoice #15083 in the amount of \$221.41 dated 1/24/17 from the Malden Police Department was presented to the Board for consideration.

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 amount of \$221.41 to the Malden Police Department for detail patrol coverage.

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

Nays: None.

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

The Executive Director shared a letter dated January 20, 2017 from Malden Mayor Gary Christenson requesting a five year, \$20,000/year contribution commitment from the MHA to support Malden Senior Transportation program's continuing service to MHA's elder/disabled resident families.

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 five (5) year, \$20,000/year payment to the City of Malden's Senior Transportation program from the COCC.

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

Nays: None.

**I. FORESTDALE WORKER ERIC WALSH**

The Executive Director informed the Board that MHA Public Housing Director, Jen Carlson, and Principal Maintenance Foreman, Eric Svenson, had a need to assign Eric Walsh, as a Junior Laborer, to Forestdale to stay ahead of deteriorating conditions, but that the state program did not have the means to pay for any additional salary allocation. The Executive Director asked the Board to consider allowing the assignment, if even on apart-time basis, and direct that the COCC pay for Mr. Walsh's time worked at Forestdale.

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

VOTED: To allow the assignment of Eric Walsh as a Junior Laborer to Forestdale and direct that the COCC pay for any and all time Mr. Walsh works at that development.

**J. ERIC WALSH FAMILY**

The Executive Director informed the Board that the wife of Maintenance employee, Eric Walsh, had very recently given birth to a baby boy, and asked if the Boar wished to recognize the birth.

On a motion made by Joan M. Chiasson and seconded by George N. Bayers, it was unanimously

VOTED: To authorize and approve an expenditure of up to \$100 from the COCC in recognition of the Walsh Family's newborn son.

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

Nays: None

**K. MANAGEMENT DISCUSSION AND ANALYSIS**

The Executive Director provided the Board with a copy of the Management Discussion and Analysis created by MHA Fee Accountant Gordon/Griffin, LLC that is to be included in MHA's upcoming single act audit to be performed by Guyder Hurley,PC, for their review. No further action was required.

**4. POLICIES AND CONTRACTS**

There were none.

**5. CHARITABLE REQUESTS**

**A. MALDEN CHAMBER OF COMMERCE**

The Board discussed the upcoming Malden Chamber of Commerce Breakfast with the Mayor's State of the City Address on February 28, 2017.

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

VOTED: To purchase a table of ten at the Malden Chamber of Commerce Breakfast for the sum of \$275 to be paid by the COCC and authorize MHA's Commissioners and staff to attend.

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

Nays: None.

**6. CORRESPONDENCE AND NEWSLETTERS**

**A. NAHRO WASHINGTON, DC CONFERENCE**

The Executive Director presented the Board information on the upcoming National NAHRO conference from March 26 – 28, 2017 in Washington, D.C. and suggested that this would be a good year for MHA to attend this conference.

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 MHA's Commissioners and relevant staff to attend the NAHRO conference in Washington, D.C. in March, with appropriate costs to be paid by the COCC.

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

Nays: None

**7. OPEN DISCUSSION**

None

**ADJOURNMENT**

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


VOTED: To adjourn.

1/24/17

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

Nays: None.

Adjourned at 5:25 PM

  
Joan M. Chiasson, Secretary

1/24/17

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

Nays: None.

Adjourned at 5:25 PM



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Frank M. Molis, Secretary