

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, January 29, 2015 at 11:00 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

MHA STAFF: Stephen G. Finn, Edward Fahey, and Deborah A. Lungo.

ABSENT: Joan M. Chiasson

1. APPROVAL OF MINUTES – JANUARY 13, 2015

The minutes of January 13, 2015 were reviewed by the Board 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 and authorize the minutes of January 13, 2015, as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – AWARD RESOLUTION NO. 2015-01

The Executive Director presented a revised FY 2015 award from DHCD to MHA as follows: Amendment #7 Sustainability Initiative for Energy Savings for Clement Street Project #165034 Work Plan 5001 in the amount of \$220,000.00.

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

VOTED: To accept the Revised FY2015 award from DHCD and authorize the Executive Director to execute necessary documentation

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

Nays: None.

B. SIEMENS INDUSTRY, INC. ("SIEMENS") --INVOICE

The following invoice from Siemens for work completed pursuant to MHA's EPC was reviewed by the Board: Invoice dated January 7, 2015 (5443523753) in the sum of \$892,182.93

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 Siemens in the sum of \$892,182.93 for MHA's EPC.

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

Nays: None.

C. MALDEN CHAMBER OF COMMERCE – INVOICE

The Board was presented with a request from the Malden Chamber of Commerce to place an ad in their Local Business Guide.

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 Executive Director to purchase an ad in the Malden Chamber of Commerce's Local Business Guide in the amount of \$325.00.

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

Nays: None.

D. MALDEN CHAMBER OF COMMERCE

The Board discussed the upcoming Malden Chamber of Commerce Breakfast which includes the Mayor's State of the City Address on February 24, 2015.

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

VOTED: To purchase a table of ten at the Malden Chamber of Commerce Breakfast for the sum of \$270

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (8)

The Board perused eight (8) invoices from the Malden Police Department for police details at Newland Street and a detail and 630 Salem St. as follows:

Dated	Invoice No.	Amount
1/14/2015	10,610	\$2,632.00
1/14/2015	10,611	\$188.00
1/14/2015	10,612	\$846.00
1/16/2015	10,644	\$188.00
1/25/2015	10,672	\$2,068.00
1/25/2015	10,673	\$188.00
1/25/2015	10,680	\$1,128.00
1/25/2015	10,684	\$188.00
	Total	\$7,426.00

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 \$7,426.

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

Nays: None.

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

The Board studied an invoice for the month of January 2015 from Urban Air for monthly information technology services and a New HAB Server and Data Migration in the sum of \$3,500.

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

VOTED: To approve and authorize payment to Urban Air for information technology services in the sum of \$3,500

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

Nays: None.

G. NATIONAL CENTER FOR HOUSING MANAGEMENT (NCHM) – TRAINING

The Board reviewed a registration for our two maintenance supervisors, to attend a training to certify them in Management and Maintenance issues.

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 training and attendance for two MHA maintenance supervisors.

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

Nays: None.

H. DIAMOND RELOCATION INC.—INVOICE

The Board was presented an invoice for the relocation of a resident moving from Newland Street to Pearl Street due to Newland's 504 project.

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 Diamond Relocation, Inc. for the administrative move.

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

Nays: None.

I. ROCA INC. ("ROCA") – INVOICE

An invoice dated January 9, 2015 from Roca in the sum of \$2983.44 for monthly custodial maintenance.

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

VOTED: To approve and authorize payment to Roca in the sum of \$2983.44 for monthly custodial maintenance.

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

Nays: None.

J. LAURA SPARK – CONTINUUM OF CARE ("COC") – INVOICE

The Executive Director shared an email from Laura Spark requesting payment in the sum of \$1,250 for her provision of grant writing services to the North Suburban CoC, of which MHA is a Member, relating to the CoC's recent SNAP grant application.

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

VOTED: To approve and authorize payment to Laura Spark in the sum of \$1,250 for CoC grant writing services.

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

Nays: None.

**K. RICOH-CONTRACT TO PURCHASE OF NEW EQUIPMENT
COPIERS/FAX/SCANNER/PRINTERS**

The Executive Director presented to the Board a new contract for purchasing new copiers/printers/scanners and fax equipment for all the Administration Offices. He explained that since we had old machines and they were not all compatible we needed to get into the new machines that were compatible with each other. The old machines were breaking down too much.

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

VOTED: To approve and authorize the Executive Director to sign the contract with Ricoh to purchase new machines and provide for related service over the term of same.

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

NAYS: NONE

5. CHARITABLE REQUESTS

A. MALDEN HIGH SCHOOL JUNIOR VARIETIES PROGRAM

The Board was presented request from the Malden High School Junior Varieties Program donation to help so they can continue with this which has been in effect for forty years.

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

VOTED: To approve a donation of \$100.00 for a half page advertisement

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

NAYS: None

6. CORRESPONDENCE AND NEWSLETTERS

The Board received the following correspondence and documents:

A. HUD –Semap Results

The Board reviewed a letter received from U.S. Department of Housing and Urban Development (HUD) concerning our Section Eight Management Assessment Program (SEMAP) dated January 15, 2015, indicating our certification score was perfect.

No further action was necessary.

B. Malden Teachers Credit Union

The MHA has been invited to join the Malden Teachers Credit Union subject to the Board authorizing the Executive Director to submit a letter and work with the Credit Union's Director to complete and submit a membership application to the National Credit Union Association.

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

VOTED: To authorize the Executive Director to submit a letter and work with the Credit Union's Director to complete and submit a membership application on behalf of MHA to the National Credit Union Association.

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

Nays: None

C. AGASSIZ VILLAGE

The Executive Director told the Board he would like to schedule another presentation at the Linden Community Room of MHA campers enjoying the Agassiz Village summer experience funded by the Bayrd Foundation.

No further discussion was necessary.

D. MASS NAHRO LEGISLATIVE DAY

The Executive Director told the Board that the Annual MassNAHRO Legislative Day at the Massachusetts Statehouse had been scheduled for March 4th, and asked the Board to approve the travel and attendance on all MHA Commissioners and staff who wished to attend, inclusive of the customary gratuity for the contracted van driver.

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

VOTED: To approve the attendance to the MassNAHRO Legislative Day at the Massachusetts Statehouse and approve the travel expenses for those who wish to attend along with a gratuity for the van driver.

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

Nays: None

7. **OPEN DISCUSSION**

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, and Barbara A. Purcell.

Nays: None.

Adjourned at 12:00 PM


Secretary