

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 8, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS     Barbara A. Purcell, Chairperson; Frank M. Molis,  
PRESENT:             George N. Bayers and Joan M. Chiasson (tardy)

COMMISSIONERS     Francis C. Boudrow  
ABSENT:

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

**1.     APPROVAL OF MINUTES – JUNE 19, 2014**

The minutes of June 19, 2014 were reviewed 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 the minutes of June 19, 2014 as submitted.

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

Nays: None.

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

The Board reviewed the bills and checks and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None.

**3.     FINANCIAL MATTERS**

**A.     MHA 2014 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PLAN  
("PHA PLAN")**

**MHA BOARD RESOLUTION NO. 2014-4**

The Executive Director presented the final version of MHA's Annual and Five Year PHA Plan to the Board for review and discussion. The Executive Director requested the Board to pass a Resolution, as required by the U.S. Department of Housing and Urban Development ("HUD"),

authorizing the Board Chairperson and the Executive Director to sign and submit all required documentation and certifications relating to said Plan.

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

**RESOLVED AND VOTED:** **Resolution No. 2014-4** to approve the MHA Annual and Five Year PHA Plan and authorize the Executive Director to submit the same electronically to HUD, together with all requisite attachments and certifications.

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

Nays: None.

**B. CBI CONSULTING INC. ("CBI") – INVOICES (3)**

The Board perused an invoice dated June 23, 2014 from CBI for Forestdale balcony repairs in the sum of \$2,225. The Executive Director reminded the Board the invoice will be submitted to DHCD for payment.

Two (2) additional invoices dated June 25, 2014 from CBI for accessibility construction administration at 630 Salem Street in the sum of \$2,125 and schematic design in the sum of \$3,800 at 275 Newland Street were 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 CBI in the sum of \$2,225 for Forestdale to be submitted to DHCD for payment and to approve and authorize payment of \$2,125 for accessibility construction administration at 630 Salem Street and payment in the sum of \$3,800 for schematic design at 275 Newland Street.

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

Nays: None.

**C. ODYSSEY ADVISORS, INC. ("ODYSSEY") – INVOICE**

An invoice dated June 27, 2014 from Odyssey for preparation of the actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2014 in accordance with Governmental Accounting Standard Board ("GASB") Statement in the sum of \$4,250 was analyzed by the Board.

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

VOTED: To approve and authorize payment to Odyssey in the sum of \$4,250 for the GASB actuarial valuation for fiscal year ending September 30, 2014.

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

Nays: None.

**D. GAROFALO DESIGN ASSOCIATES, INC. ("GAROFALO") – INVOICE**

An invoice dated June 24, 2014 from Garofalo in the sum of \$8,000 for design for replacement of roofing system and related work at 120 Mountain Avenue was scrutinized by the Board.

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

VOTED: To approve payment to Garofalo in the sum of \$8,000 for design of roof replacement and related work at 120 Mountain Avenue.

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

Nays: None.

**E. MALDEN POLICE DEPARTMENT – INVOICES (6)**

The Board examined six (6) invoices from the Malden Police for details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/27/2014	9530	\$1,128
06/10/2014	9545	2,632
06/23/2014	9645	940
06/30/2014	9687	1,316
07/08/2014	9721	1,128
07/08/2014	9722	<u>282</u>
	TOTAL	<u>\$7,426</u>

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

VOTED: To approve and authorize payment to the Malden Police Department for above-mentioned invoices (6) in the total sum of \$7,426.

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

Nays: None.

**F. ROCA, INC. ("ROCA") – INVOICES (2)**

Two (2) invoices from Roca for maintenance services were considered by the Board. The first invoice was dated October 15, 2013 in the sum of \$1,845.12 which was tabled at the last meeting in order to verify the unpaid status of the outstanding invoice. The second invoice was dated June 18, 2014 in the sum of \$3,172.42.

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

VOTED: To approve and authorize payment for the stale invoice dated October 15, 2013 in the sum of \$1,845.12 and the current invoice dated June 18, 2014 in the sum of \$3,172.42 for maintenance services at various developments.

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

Nays: None.

**G. MALDEN YMCA – INVOICE**

The Board studied an invoice dated May 1, 2014 from the Malden YMCA for transportation services in the sum of \$1,040.68.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,040.68 for transportation services.

Ayes: Barbara A. Purcell and George N. Bayers.

Abstain: Frank M. Molis

Nays: None.

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

An invoice dated June 23, 2014 from Urban Air in the sum of \$2,100 for monthly information technology ("IT") services was reviewed 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 in the sum of \$2,100 to Urban Air for monthly IT services.

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

Nays: None.

**I. DIANE COHEN – INVOICE**

The Board perused an invoice dated June 30, 2014 from Diane Cohen for consulting services as MHA's hearing officer in the sum of \$1,900.

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

VOTED: To approve and authorize payment to Diane Cohen for consulting services in the sum of \$1,900.

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

Nays: None.

**J. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICE**

An invoice dated July 7, 2014 from MVES for resident service coordinators for the month June 2014 in the sum of \$14,476.44 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 MVES in the sum of \$14,476.44 for resident service coordinators.

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

Nays: None.

**K. SG RISK MANAGEMENT CONSULTING – INVOICE**

The Board was presented with an invoice from SG Risk dated June 2, 2014 in the sum of \$1,742.50 for insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,742.50 for insurance consulting services.

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

Nays: None.

Joan M. Chiasson joined the meeting.

**L. HEARING OFFICER SERVICES – REQUEST FOR PROPOSAL (“RFP”)**

A memorandum dated July 7, 2014 from Edward Fahey, the Director of Modernization and Procurement requesting bids for hearing officer services was examined by the Board. It was recommended that James Hennessey be awarded the bid as the only responsive and responsible bidder for the sum of \$100 per hour for one (1) year with MHA's option for four (4) additional one year extensions, subject to funding.

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

VOTED: To accept the bid proposal for hearing officer services from James M. Hennessy as the most responsive and responsible bidder for the sum of \$100 per hour for one (1) year with MHA's option to extend for up to four (4) additional one year extensions in its sole discretion and subject to funding.

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

Nays: None.

**M. CONSULTANT OF INSPECTIONAL SERVICES – RFP**

Edward Fahey explained a RFP and bid for an inspectional services consultant. The only response received was from James M. Hennessy for \$75 per hour. It was recommended that James Hennessey be awarded the bid as the only responsive and responsible bidder for the sum of \$75 per hour for one (1) year with MHA's option for four (4) additional one year extensions, subject to funding.

VOTED: To accept the bid proposal for inspectional services consultant from James M. Hennessy as the most responsive and responsible bidder for the sum of \$75 per hour for one (1) year with MHA's option to extend for up to four (4) additional one year extensions in its sole discretion and subject to funding.

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

Nays: None.

**N. MARINO CONSTRUCTION – RFP**

A letter dated June 26, 2014 from Stephen G. Finn awarding the bid to Marino Construction in the sum of \$19,200 in response to a RFP for the front entrance replacement and general repairs at Rockland Avenue was scrutinized by the Board. Marino Construction was the most responsive and responsible low bidder.

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

VOTED: To confirm, approve and authorize the award to Marino Construction as the most responsive and responsible bidder and authorize the Executive Director to award the contract to Marino Construction, in the sum of \$19,200 for the front entrance replacement and general repairs at Rockland Avenue.

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

Nays: None.

**O. MHA CREDIT CARD PROCUREMENT**

The Executive Director explained the need for more time to present a proposal for a MHA credit card.

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

VOTED: To table discussion on a MHA credit card..

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

Nays: None.

**4. POLICIES**

**A. SECTION 3 POLICY AND PROCEDURES**

The Board and Executive Director discussed changes to the MHA Section 3 Policy and Procedures which were intended to make the Section 3 language more concise.

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

VOTED: To adopt and approve the MHA's revised Section 3 Policy and Procedures.

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

Nays: None.

**5. CHARITABLE REQUESTS**

A solicitation from the Special Olympics 2014 Partner Renewal Reminder 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 contribution of \$100 to the Special Olympics.

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

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

A Massachusetts National Association of Housing and Redevelopment Officials ("Mass/NAHRO") Legislative Alert was distributed to the Board. The Executive Director noted that training would be required by the Board members.

No further action was necessary at this time.

7. **OPEN DISCUSSION**

**MHA BOARD RESOLUTION NO. 2014-4A (CONFIRMATORY VOTE)**

A confirmatory vote was taken in order to include Joan M. Chiasson in the approval of the MHA Annual and Five Year PHA Plan.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

**RESOLVED AND VOTED:** **Resolution No. 2014-4A** (confirmatory vote) to approve the MHA Annual and Five Year PHA Plan and authorize the Executive Director to submit the same electronically to HUD, together with all requisite attachments and certifications.

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

Nays: None.



**ADJOURNMENT**

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:05 PM

  
George Bayers, Secretary