

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 11, 2017 at 5:25 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: Joan M. Chiasson, Acting Chairperson, Frank M. Molis and George N. Bayers

COMMISSIONERS ABSENT: Francis C. Boudrow and Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF JUNE 20, 2017**

The minutes of the meeting of June 20, 2017 were presented to the Board 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 minutes of June 20, 2017 as submitted.

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

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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

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

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

Nays: None

**3. FINANCIAL MATTERS**

**A. MHA 2018 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR CAPITAL ACTION PLAN**

**MHA BOARD RESOLUTION NO. 2017-03**

The Executive Director presented the final version of MHA's Annual PHA Plan and Five Year Capital Action 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, inclusive of the lease addendum for the scattered sites.

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. 2017-03** to approve the MHA's Annual PHA Plan, together with all ACOP, Admin Plan, Lease and House Rules revisions, inclusive of MHA's Smoke Free Public Housing Policy and Scattered Site Family Maintenance Obligation provisions, and Five Year Capital Action Plan and authorize the Executive Director to submit the same electronically to U.S. Department of Housing and Urban Developments ("HUD"), together with all requisite Attachments and Certifications signed by the duly authorized and designated MHA officials.

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

Nays: None

**B. CAPITAL FUND PROGRAM ("CFP") – GRANT– RESOLUTION NO. 2017-04**

The Board reviewed the draft submission to HUD of the CFP Grant and acceptance of HUD's 2017 Capital Fund Grant Program in the amount of \$1,748,545

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. 2017-04** To accept HUD's 2017 Capital Fund Grant Program award to MHA in the amount of \$1,748,545 and to revise and update MHA's Five Year Action Plan, and to authorize and approve the Secretary and the Executive Director to sign, acquire and submit all required documents to HUD, including, but not limited to:

Three (3) original form HUD-52840-A evidencing MHA's 2017 Capital Fund Grant MA06P02250117 Original Annual Statement/Performance and Evaluation Report; three (3) Original CFP/ACC Amendment "Page 2", signed by Malden Mayor, Gary Christenson and attested to under seal by Malden City Clerk, Thomas E. Brennan; an updated and revised Original form HUD-50075.2, Five Year Capital Action Plan form for MHA CFP Grant Years 2017 – 2021, inclusive, and all other HUD Certifications and other documentation required.

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

Nays: None

**C. PROPOSAL – RE-UPHOLSTERY OF FURNITURE AT BRYANT STREET**

The Executive Director explained that the Request for Proposals for re-upholstery of furniture at Bryant Street resulted in two (2) bids. A memorandum from Ed Fahey dated July 5, 2017 recommended This End Up Furniture Company with a proposed price of \$13,238.80 as the lowest responsive and responsible bidder, which includes removal of all old cushions.

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 execution of a contract with This End Up Furniture Company for the re-upholstery of furniture at Bryant Street in the sum of \$13,238.80 as the most responsive and responsible bidder.

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

Nays: None

**D. MYSTIC VALLEY ELDER SERVICES, INC. (“MVES”) – INVOICE**

The Board considered a correction to an invoice approved at the June 13, 2017 from MVES in the sum of \$116.74. The date of the invoice and the time period covered were incorrect, however, with the sum remaining the same.

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 corrections to the MVES invoice for \$116.74 previously approved at the June 13, 2017 meeting with a corrected date of April 30, 2017 and time period covered to April 2017.

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

Nays: None

**E. WRITE OFF OF TENANT ACCOUNT RECEIVABLES**

The Executive Director presented an itemized list of monies owed by three (3) former State tenants (prior to converting to Federal property) totaling the sum of \$2,527.50. It was explained that these tenants vacated and it was unlikely MHA would recover these funds.

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

VOTED: To write off the former State Tenant Account Receivables in the total sum of \$2,527.50 as of September 30, 2017.

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

Nays: None

**F. MALDEN POLICE DEPARTMENT – INVOICES (5)**

Five (5) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/22/17	15973	\$442.82
06/27/17	15990	664.23
06/28/17	16009	221.41
06/29/17	16023	221.41
06/30/17	16038	<u>221.41</u>
	TOTAL	<u>\$1,771.28</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 \$1,771.28 for detail patrol coverage.

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

Nays: None

**G. DIANE COHEN – INVOICE**

The Board studied an invoice dated July 1, 2017 from Diane Cohen in the sum of \$2,350 for consulting services on Admissions and Continued Occupancy, Violence Against Women's Act and Section 8.

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 Diane Cohen in the sum of \$2,350 for consulting services to be paid by the COCC funds.

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

Nays: None

**H. KP LAW, P.C. – INVOICE**

An invoice dated June 16, 2017 in the sum of \$54 from KP Law, P.C. for legal consultation on a Massachusetts Commission Against Discrimination matter was perused 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 KP Law, P.C. for legal services in the sum of \$54 to be paid from COCC funds.

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

Nays: None

**I. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") – AWARD CLEMENT STREET CONVERSION**

The Executive Director presented a letter dated June 28, 2017 from DHCD awarding MHA the sum of \$228,679 towards the conversion of Clement Street to 12-one bedroom units within the existing building envelope.

For information only

**J. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – CREDIT**

The Board examined a notice dated July 3, 2017 from GIC for a credit of \$723.13

For information only

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

An invoice dated July 5, 2017 from SG Risk in the sum of \$1,253.75 for insurance consulting services 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 SG Risk in the sum of \$1,253.75 for insurance consulting services to be paid from COCC funds.

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

Nays: None

**L. MALDEN YMCA – INVOICE**

The Board reviewed an invoice from the YMCA dated July 5, 2017 in the sum of \$4,166.67 for MHA Resident Family memberships and program services for the month of June 2017.

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

VOTED: To approve and authorize payment to the Malden YMCA from the COCC for the invoice No. 617 in the amount of \$4,166.67 for resident family membership cost.

Ayes: Joan M. Chiasson and George N. Bayers

Abstain: Frank M. Molis

Nays: None

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

An invoice dated June 29, 2017 from CBI for clerk of the works in the sum of \$2,200 for the Newland Street construction on steps and stoops 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 \$2,200 for clerk of the works for Newland Street to be paid from the Capital Fund.

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

Nays: None

**N. CBI – INVOICE**

The Board analyzed an invoice dated June 29, 2017 from CBI for construction administration services in the sum of \$4,335 for the concrete steps and stoops at the Newland Street development.

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 CBI in the sum of \$4,335 for engineering services and construction for the Newland Street concrete steps and stoops to be paid from the Capital Fund.

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

Nays: None

**O. HOMER CONTRACTING ("HOMER") – INVOICE**

An invoice dated July 10, 2017 in the sum of \$171,836 from Homer for installation of the steps, stoops and handrails project at the Newland Street development was studied 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 Homer in the sum of \$171,836 installation of the steps, stoops and handrails project at the Newland Street development to be paid from Capital Funds.

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

Nays: None

**P. HOMER – CHANGE ORDERS (2)**

The Board previously awarded a bid from Homer for installation of the steps, stoops and handrails project at the Newland Street development in the sum of \$738,000, but there were five (5) units that required extensive work and replacement of all exposed concrete. CBI presented Change Order No. 1 dated June 12, 2017 for an additional \$15,440.15. The Board also perused Change Order No. 2 dated July 6, 2017 from CBI for ten (10) pre cast double side entry stair landings platforms which could not be restored without risking further damage in the sum of \$24,371.20

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 the Change Order No. 1 and 2 for the Homer contract in the total sum of \$39,811.35

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

Nays: None

**Q. THYSSENKRUPP ELEVATOR AMERICAS (“THYSSENKRUPP”) – CHANGE ORDERS (2)**

Two (2) Change Orders (No. 1 for both projects) both dated July 11, 2017 from Thyssenkrupp for removal and replacement of operating panels in two elevator cars to include digital position indicators with digital signage at 630 Salem Street in the sum of \$23,364 and at 120 Mountain Avenue in the sum of \$23,364

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 Change Orders with Thyssenkrupp for removal and replacement of operating panels in two elevator cars to include digital position indicators with digital signage at 630 Salem Street and 120 Mountain Avenue in the total sum of \$46,728.

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

Nays: None

**R. NATIONAL GRID – ENERGY EFFICIENCY SUMMIT**

A flyer for National Grid’s 2017 Energy Efficiency Summit was distributed to the Board. The summit will be held on Thursday, October 19, 2017 at Gillette Stadium, Foxboro MA.

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 appropriate MHA staff to travel to and attend the National Grid Energy Efficiency Summit at MHA expense allocated to the relevant cost center as per employee.

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

Nays: None

**4. POLICIES**

None

**5. CHARITABLE REQUESTS**

None

**6. CORRESPONDENCE AND NEWSLETTERS**

- Boston Children’s Hospital – Thank you
- Bread of Life – Thank you

**7. OPEN DISCUSSION**

None

**ADJOURNMENT**

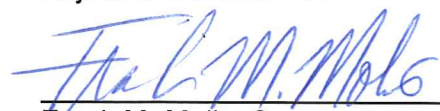
After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:30 PM

  
 Frank M. Molis, Secretary