

SPECIAL MEETING OF THE MALDEN HOUSING AUTHORITY

A Special Meeting of the Malden Housing Authority ("MHA") was scheduled for Friday, July 15, 2016 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: None

MHA STAFF: Stephen G. Finn and Deborah Lungo

1. APPROVAL OF MINUTES OF JUNE 28, 2016

The minutes of June 28, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the minutes of June 28, 2016 as submitted.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the list of bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

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

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

3. FINANCIAL MATTERS

A. ROOF REPLACEMENT – LINDEN

The Board received a memo from Edwards Fahey, Director of Modernization and Procurement, detailing a bid from S.I. Services Inc. in the sum of \$41,000 for replacement of the four roofs at Linden. It was noted that S.I. Services Inc. was the only bidder and was recommended as the most responsive and responsible bidder.

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

VOTED: To award the bid to and authorize the Executive Director to execute a contract with S.I. Services Inc. as the most responsive and responsible bidder in the sum of \$41,000 for replacement of four roofs at Linden.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

B. COMMONWEALTH OF MASS GROUP INSURANCE COMMISSION (GIC) – INVOICE

The Board was presented an invoice from GIC dated July 5, 2016 showing a credit to MHA in the amount of \$3,604.82

No further action was necessary.

C. CBI CONSULTING INC. (“CBI”) – INVOICES (3)

Two invoices dated June 27, 2016 and one dated June 28, 2016 from CBI for engineering services were scrutinized by the Board for construction as follows:

630 Salem Street	\$ 1,085
Clement Street	13,064
Newland development	<u>2,150</u>
	\$16,299

The Executive Director reminded the Board that the invoice for Clement Street will be submitted to Massachusetts Department of Housing and Community Development (“DHCD”) for payment and 630 Salem Street and the Newland development will be paid from Federal Capital Funds.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$16,299 for engineering services of construction documents from the sources as stated above.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

D. DEMELO CONSTRUCTION (“DEMELO”) – INVOICE

The Board considered a final invoice from DeMelo dated July 5, 2016 in the sum of \$4,600 for partial roof replacement and repair at Forestdale.

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

VOTED: To approve and authorize payment to DeMelo in the sum of \$4,600 for partial roof replacement and repairs at Forestdale and submit to DHCD for payment.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

E. JAMES M. HENNESSEY – INVOICE

An invoice dated July 7, 2016 from James M. Hennessey in the sum of \$1,950 for quality control inspectional services for Section 8 and State developments and was analyzed by the Board.

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

VOTED: To authorize and approve payment to James M. Hennessey in the sum of \$1,950 for quality control inspectional services with State property inspections to be paid from the COCC account.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

F. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE

The Board studied an invoice dated July 5, 2016 from SG Risk in the sum of \$1,083.75 for risk management and insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,083.75 from the COCC account for risk management and insurance consulting services.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

G. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated July 1, 2016 from Cohen for services in the sum of \$1,725, including hearing officer services, updating of web-site and the Section 8 Administrative Plan (“Admin Plan”) services was examined by the Board.

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,725 from the COCC for consulting services.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board scrutinized three (3) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/28/16	13737	\$ 221.41
06/29/16	13748	442.82
06/30/16	13757	<u>221.41</u>
	TOTAL	<u>\$ 885.64</u>

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

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$885.64

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

I. MILEAGE REIMBURSEMENT

The Executive Director noted that the mileage reimbursement for employees' motor vehicle use changes each year based on rates published by the Internal Revenue Service ("IRS") and DHCD in its budget guidelines and suggested that the mileage reimbursement rates be changed each year automatically upon publication by the IRS and DHCD.

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

VOTED To authorize the calendar year mileage reimbursement rate for MHA employees' use of their motor vehicles automatically change annually on January 1st of each year based upon publication of mileage rates by the IRS and DHCD in the immediately preceding or most recent year such rates were published.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

J. MALDEN YMCA – INVOICE

Two (2) invoices from the YMCA dated May 31, 2016 in the sums of \$2,450.44 and \$1,443.97 for the Linden and Newland After-School programs were reviewed by the Board.

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

VOTED: To approve and authorize payments to the YMCA in the amounts of \$2,450.44 for Linden and \$1,443.97 for Newland.

Ayes: George N. Bayers, Chairperson and Francis C. Boudrow

Abstain: Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

K. UNIFORM FEDERAL ACCESSIBILITY STANDARDS ("UFAS") – CHANGE ORDERS

The Board was presented with an email from CBI on two (2) changes to the bathroom design under the UFAS contract at Newland Street and related pricing from L&H Construction, Inc. ("L&H"). Change Order No. 4 is in the sum of \$1,150.11 and Change Order No. 5 in the sum of \$4,082.49. It was noted that L&H may need to apply for an extension of time.

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

VOTED: To approve and authorize Change Order No. 4 is in the sum of \$1,150.11 and Change Order No. 5 in the sum of \$4,082.49 to the UFAS contract for bathroom designs.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

L. FORESTDALE EASEMENT – PARKING SPACES - DEPARTMENT OF PUBLIC WORKS (“DPW”)

The Executive Director transmitted a memo from the DPW dated July 12, 2016 requesting payment for overtime for tree removal for the new Forestdale parking area in the sum of \$1,233.61.

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

VOTED: To approve and authorize payment to the DPW in the sum of \$1,233.61 for tree removal from the COCC.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

M. CASTERLINE ASSOCIATES, P.C. (“CASTERLINE”) – SEMINAR

The Board received a flyer from Casterline on an upcoming seminar in Saratoga Springs, NY on budgeting, accounting and financial reporting. The Executive Director recommended that relevant MHA staff and MHA's outside fee accountants attend.

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

VOTED: To approve and authorize relevant MHA staff and MHA's outside fee accountant attend the Casterline Seminar training scheduled September 27 in Saratoga Springs, NY, with costs to be paid from the COCC.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

N. WINDOW REPLACEMENT – ROCKLAND AVENUE

The Board received a memo from Edward Fahey, Director of Modernization and Procurement, recommending A-ONE Building Company, Inc. be awarded the bid for the replacement window project at Rockland Avenue as the most responsive and responsible bidder in the sum of \$23,885 and that the Executive Director be authorized to execute a contract in that amount with A-ONE.

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

VOTED: To authorize the Executive Director to award the bid to and execute a contract with A-ONE Building Company as the most responsive and responsible bidder for the MHA's Rockland Avenue replacement window project in the sum of \$23,885.

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

O. L & H CONSTRUCTION, INC. – CHANGE ORDER

The Board reviewed a revised Change Order No. 4 from L & H Construction dated July 6, 2016 in the amount of \$127.79 for adding a carpenter and joist hangers due to not having to relocate a water closet.

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

VOTED: To approve and authorize the increase in Change order No. 4 in the amount of \$127.79 to the UFAS contract for bathroom designs

Joan

Ayes: George N. Bayers, Francis C. Boudrow,

Chiasson, Mark A. Lawhorne and Frank M. Molis

Nays: None

4. POLICIES

None

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

None

7. OPEN DISCUSSION

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (“HUD”) – PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PLAN (“PHA PLAN”)

The HUD Five-Year PHA plan, commencing October 1, 2016, was presented as reviewed at the public hearing of June 14, 2016 with the Executive Director summarizing the details of the plan.

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

RESOLUTION and VOTED:

Resolution No. 2016-09 to approve the MHA's Five Year and Annual PHA Plan and authorize the Chairperson and the Executive Director to sign and the Executive Director to submit the same electronically to HUD, together with all requisite attachments and certifications.

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

ADJOURNMENT

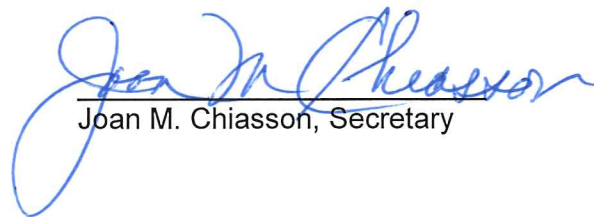
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

Ayes: George N. Bayers, Chairperson, Francis C. Boudrow, Mark A. Lawhorne, Joan M. Chiasson and Frank M. Molis

Nays: None

Adjourned at 9:05 AM


Joan M. Chiasson, Secretary