

**MEETING OF THE MALDEN HOUSING AUTHORITY**

A Regular Meeting of the Malden Housing Authority ("MHA") was held on Tuesday, July 26, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

MHA STAFF: Stephen G. Finn, Edward Fahey and Robert Leahy

**1. APPROVAL OF MINUTES OF JULY 15, 2016**

The minutes of the meeting of July 15, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve the minutes of July 15, 2016 as submitted.

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

Nays: None

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

None at this time

**3. FINANCIAL MATTERS**

**A. TO AWARD THE BANKING RFP**

The Executive Director discussed the scoring of the MHA's Banking RFP with the Board. The MHA's Scoring Committee had scored Eastern Bank highest of all Respondents and recommended the Board award the Bid to and authorize the Executive Director to Contract with Eastern as the Most Responsive and Responsible Respondent for a five (5) year term.

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

VOTED: To allow the Executive Director to Contract with Eastern Bank

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

Nays: None

**B. PROPOSAL FOR MOD/PROCUREMENT ASSISTANT**

The Executive Director and the Modernization Director presented a proposal for MOD/Procurement Assistant Consultant. There were three bids that came in:

Richard Drinkwater  
Willard Stone  
William Croken

Based on their review of the bids, the Executive Director and the Modernization Director each recommended that William Croken be awarded the bid as the most responsive and responsible bidder and that the Executive Director be authorized to sign a contract with Mr. Croken to provide scoped services in an amount of up to \$25,000/year for a five (5) year term.

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

VOTED: To award the bid to and authorize the Executive Director to contract with William Croken in an amount up to \$25,000/year for a five (5) year term as a MOD/Procurement Assistant Consultant with MHA.

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

Nays: None.

**C. PROPOSAL FOR COMMISSIONER TRAINING SERVICES**

The Procurement Director provided responses to the MHA's published Request For Proposals for on-site MHA Commissioner Training sessions, and recommended D & V Main Sail Associates be awarded as the most responsive and responsible bidder and that the Executive Director be authorized to contract with the Company for a one (1) year term at the quoted rate of \$85.00/hour for the five (5) hour training sessions.

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 and authorize the Executive Director to contract with D & V Main Sail Associates for on-site MHA Commissioner Training sessions at the rate of \$85/hour with cost to be paid by the COCC.

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

Nays: None

**D. MALDEN POLICE DEPARTMENT – INVOICE**

The Board considered three invoices from the Malden Police Department dated July 5, July 12, and July 18, 2016 for police details for the Newland Street, Pearl Street and Salem Street Developments.

7/5/2016	13,774	\$1,107.05
7/12/2016	13,814	885.64
7/18/2016	13,848	\$885.64
	Total	2878.33

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

VOTED: To approve and authorize payment in the sum of \$2878.33 to the Malden Police Department for details.

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

Nays: None.

**E. ADOPT AMENDED AND RESTATED BYLAWS AND RULES OF PROCEDURE FOR MEETINGS - RESOLUTION No. 2016-10**

The Executive Director presented the Board with updated and revised By Laws that more accurately reflect the Board's structure, purpose and conduct of meetings than the previous version, and asked the Board to approve same.

**RESOLVED AND VOTED: Resolution No. 2016-10**

**WHEREAS**, the Malden City Council established the Malden Housing Authority (Authority) in 1946 pursuant to the provisions of Massachusetts General Laws Chapter 121B; and

**WHEREAS**, MGL c. 121B requires the Board of Commissioners of the Malden Housing Authority to adopt bylaws and regulations to carry into effect the powers and purposes of the Authority; and

**WHEREAS**, the Authority desires to adopt updated and revised bylaws and rules of procedure for the general operation of the Authority and conduct of its meetings, which shall supersede previous resolutions addressing these matters; now, upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson,

**BE IT RESOLVED**, that the Malden Housing Authority Board of Commissioners do hereby approve and implement the updated and revised By-Laws of the Authority as presented by the Executive Director.

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

Nays: None.

**F. REIMBURSEMENT FOR AUTOMOBILE DAMAGE FOR RUTH OWEN**

The Executive Director informed the Board that the vehicle owned by 630 resident, Ruth Owen, had been damaged during a storm last winter but that the tenant's claim had been denied by MHA's insurer as an Act of God. The Executive Director asked if the MHA could make the tenant whole by reimbursing her for the \$250 cost of her deductible paid to repair her vehicle, as a limb from an MHA owned tree had fallen and damaged the tenant's car.

Our insurance company denied and her company denied it also. The tenant paid out of pocket for the repairs to her car she is just asking to be reimbursed for the deductible.

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

VOTED: To approve the reimbursement of \$250 to 630 resident, Ruth Owen, from the COCC.

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

Nays: None.

**G. CBI CONSULTING PROPOSAL FOR NEWLAND STREET**

The Board reviewed a bid proposal from CBI Consulting Services in the amount of \$36,485 for design engineering front and back entrance stairs and stoops to be repaired or replaced, if necessary, at MHA's Newland Street Development. The Procurement Director reminded the Board that MHA had a current contract with CBI for the provision of architectural design services which was the basis of this task order response.

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

VOTED: To approve the CBI Consulting proposal for the design engineering of the Newland Street entrance stair repair/replacement project in the sum of \$36,485, and authorize the Executive Director to contract with the Company for such work in that amount.

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

Nays: None

4. POLICIES AND CONTRACTS

None.

5. REVIEW OF CHARITABLE REQUEST

A. MALDEN CATHOLIC HIGH SCHOOL

Tabled.

6. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS

- A. Thank you from Joan Chiasson
- B. A success story from an FSS Participant
- C. Francis C. Boudrow reappointment from the City.

7. OPEN DISCUSSION

None.

ADJOURNMENT

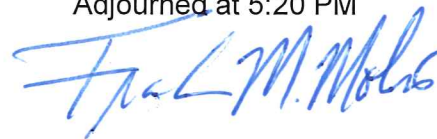
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:20 PM



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Joan M. Chiasson, Secretary