

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, ("MHA") was held on Tuesday, July 7, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

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

COMMISSIONERS

ABSENT: Francis C. Boudrow

MHA STAFF:

Stephen G. Finn, Executive Director; Edward Fahey, Mod & Procurement Director; and Deborah A. Lungo, Executive Assistant

1. APPROVAL OF MINUTES – MAY 26, 2015 AND JUNE 2, 2015

The minutes of May 26 and June 2, 2015, were reviewed by the Board. 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 May 26, 2015 and June 2, 2015 as submitted.

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

Nays: None.

1.A. **Ratification of Unofficial Board Votes taken at Meeting of June 16, 2015**

The Board did not have a quorum available to conduct an official meeting at its last meeting on June 16th, but the two (2) Members in attendance approved the following votes in order to move the business of the MHA forward, which the Executive Director has asked the properly constituted Board to ratify and confirm at tonight's meeting.

A listing of those votes follows:

A. ALL-TECH ELECTRIC ("ALL-TECH") – PROPOSAL

The Board reviewed proposals dated June 9, 2015 from All-Tech for the installation and monitoring of new cellular fire alarm systems and call which is being required by the Malden Fire Department, as follows:

<u>Proposal No.</u>	<u>FEDERAL</u> Developments	<u>Amount</u>
---------------------	-----------------------------	---------------

2015129	557 Pleasant Street (Master Box 2922)	\$1,700.00
2015130	89 Pearl Street (Master Box 6522)	1,700.00
2015131	120 Mountain Avenue (Master Box 4622)	1,700.00
2015136	312 Bryant Street (Master Box 311)	1,650.00
2015138	630 Salem Street (Master Box 5522)	1,700.00

<u>Proposal No.</u>	<u>STATE Developments</u>	<u>Amount</u>
2015128	13 Rockland Avenue	\$1,700.00
2015132	371 Forest Street (Master Box 5351)	1,650.00
2015133	427 Forest Street (Master Box 5312)	1,700.00
2015134	Sylvan Street (Master Box 5313)	1,700.00
2015135	Sylvan Street (Master Box 5314)	1,700.00

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

VOTED: To approve the proposals from All-Tech Electric, Inc. as listed above for MHA's Federal developments in the amount of \$8,450.00, and for MHA's State developments in the amount of \$8,450.00

Ayes: George N. Bayers and Joan M. Chiasson.

Nays: None.

B. TELEPHONE UPGRADE – BID PROPOSALS

A memorandum from Edward Fahey, MHA's Director of Modernization and Procurement, summarizing bids received for the proposed upgrade of MHA's hardline telephone system to a blended VOIP/Digital/analog system, including equipment and installation, was scrutinized by the Board, with bids listed as follows:

Datel Communications (Toshiba)	\$1,833.00/mo.
Total Asset Solutions (Avaya)	\$2,081.40/mo.
RICOH (Polycom)	\$3,560.00/mo.
Verizon Systems (VerticalWave)	\$2,216.97/mo.

The Executive Director and Mr. Fahey both recommended that Total Asset Solutions be awarded the bid as the most responsive and responsible bidder and that the Board authorize the Executive Director to contract with the Company in the amount of 2,081.40/month for a Five (5) year term.

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

VOTED: To accept the bid proposal from Total Asset Solution as the most responsive and responsible bidder in the amount of \$2,081.40/month for MHA's proposed new blended hardline telephone system for a five (5) year term, and authorize the Executive Director to contract with the Company for that term in that amount.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

C. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO") – INVOICE

The Board analyzed an invoice from Mass/NAHRO dated June 5, 2015 in the sum of \$1,170 for the semi-annual fee for membership in the Section 8 Centralized Waiting List.

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

VOTED: To approve and authorize payment to Mass/NAHRO in the sum of \$1,170 for MHA's semi-annual membership fee for the Section 8 Centralized Waiting List.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

D. CABLE TRANSFER – TENANT

The Board considered an invoice in the sum of \$69.99 from Verizon for reinstallation of cable service in the name of an MHA tenant who had moved due to the Newland Street 504 Accessibility Project, to be paid from the Capital Fund.

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

VOTED: To approve and authorize payment from the Capital Fund to Verizon on behalf of the tenant in the sum of \$69.99 for reinstallation of cable service.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

E. WEGOWISE, INC. ("WEGOWISE") – INVOICE

The Board was presented with an invoice dated June 3, 2015 from WegoWise in the amount of \$6,596.53 for utility reporting and information on MHA AMPs 1-7, and in the amount of \$1,385.67 for utility reporting and information on MHA's Chapter 667 properties.

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

VOTED: To approve payment to WegoWise for MHA utility reporting and information in the total amount of \$7,982.20.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

F. US INSPECTION GROUP, INC. ("US INSPECTION")

The Executive Director discussed the MHA's upcoming annual Uniform Physical Conditions Standards (UPCS) inspections and requested that the Board approve a change order to MHA's current contract with the U.S. Inspection Group that would add \$1.40 per photo for pictures of all defects found during said inspections, in order for MHA to best prepare for HUD's REAC inspections later this year. Additionally, the Executive Director spoke of the need to have the contractor update MHA's appliance inventory during these inspections.

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

VOTED: To approve and authorize the Executive Director to execute the requested change orders to the U.S. Inspection Groups contract with MHA for the provision of pictures of all found defects, and for an update to MHA's appliance inventory.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

G. CBI CONSULTING INC. ("CBI") – INVOICE

An invoice dated August 26, 2014 in the sum of \$890 from CBI for construction administration for the Forestdale balcony repair project was perused by the Board. The Executive Director reminded the Board the invoice will be submitted DHCD for payment if approved.

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

VOTED: To approve payment to CBI in the sum of \$890 for construction administration for the Forestdale balcony repair project and authorize the Executive Director to submit same to DHCD for payment.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

H. RICOH AMERICAS CORPORATION (“RICOH”) – CHANGE ORDER

The Board examined a change order from Ricoh for two new multi-function replacement copier/fax machines for 275 Newland Street and 64 Wescott Street to be leased at the monthly rate of \$627.05. The Executive Director explained that a change in leadership at Newland and Linden had led to an unanticipated increase in paperwork and processing of same, which required machines with more capacity than those originally scoped by MHA.

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

VOTED: To approve and authorize the Executive Director to execute the requested change order with Ricoh to lease the above noted office machines at the monthly rate of \$627.05.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

I. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)

Two (2) invoices dated June 11, 2015 from MVES for resident service coordinator services at MHA properties for the month of May 2015, the first for such service to MHA AMPs 2, 4, 5 and 6 in the amount of \$12,520.24, and the second for such service provided at MHA's 667 developments in the amount of \$48.53 were scrutinized by the Board.

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

VOTED: To approve and authorize payment to MVES for the monthly provision of resident service coordinator services to the federal AMPs in the amount of \$12,520.24, and in the sum of \$48.53 for the provision of such services at Forestdale.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

J. LAMBRIAN CONSTRUCTION CORPORATION (“LAMBRIAN”) – FINAL INVOICE

The Board considered an invoice from Lambrian Construction dated May 29, 2015 in the amount of \$58,087.29, representing a final, close-out payment for EFIS water infiltration repairs at 557 Pleasant Street. The Executive Director explained that Mr. Fahey has determined that the project has been satisfactory completed, and asked that the Board authorize him to execute appropriate closeout documentation

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

VOTED: To approve and authorize final payment to Lambrian in the amount of \$58,087.29 and authorize the Executive Director to execute all appropriate project closeout documentation.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

K. JUPITER ELECTRIC INC. (“JUPITER”) – INVOICE

The Board considered an invoice from Jupiter Electric dated June 10, 2015 in the sum of \$940 for permit fees for load center replacement at Springdale.

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

VOTED: To approve and authorize payment to Jupiter in the sum of \$940 for Springdale load center project permit fees and authorize the Executive Director to submit to DHCD for payment.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

L. MALDEN POLICE DEPARTMENT – INVOICE

An invoice dated June 10, 2015 from the Malden Police Department for police details at 630 Salem Street and Newland Street in the amount of \$1,316 was reviewed by the Board.

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

VOTED: To approve and authorize payment to the Malden Police in the amount of \$1,316.

Ayes: Joan M. Chiasson and George N. Bayers.

Nays: None.

After due discussion of all the above votes taken by Board Members present at the Meeting of June 16th, listed as items A – L, above, and upon motion duly made by George Bayers and seconded by Joan Chiasson, it was unanimously

VOTED: To approve, confirm and ratify each of the twelve (12) votes taken by those Members present at the Meeting of June 16th, effective as of that date.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board was presented the list of bills and checks for the months of May and June 2015, after due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers it was unanimously

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

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

Nays: None.

3. FINANCIAL MATTERS

A. MHA ELECTRICAL SUPPLY

The Executive Director had polled Board Members prior to this meeting for approval to execute a contract extension for MHA's Electric Utility Supply with TransCanada Power as the pricing received was most favorable to MHA on the day offered, which approval had been given. The Executive Director requested that the Board officially confirm that action, effective as of the date of signature, June 18, 2015.

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

VOTED: To confirm, approve and authorize the Executive Director to execute the contract for Electric Utility Supply with TransCanada, effective as of June 18, 2015.

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

Nays: None.

B. LEXIS NEXIS

The Board was informed that Lexis Nexis fraud detection activities have performed better than expected, but that Deborah Lungo, who currently runs the program by herself, is overwhelmed and needs some assistance in doing so. The Executive Director is requesting the Board's permission to approve a change order to MHA's current contract with Lexis Nexis to allow two (2) other designated MHA staff to perform Lexis Nexis fraud prevention searches at an additional cost of \$145/month each.

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

VOTED: To approve a change order to MHA's contract with Lexis Nexis and authorize two (2) additional staff to perform fraud prevention searches..

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

Nays: None.

C. MHA 2016 PUBLIC HOUSING AUTHORITY ANNUAL AND 5 YEAR PLAN ("PHA PLAN")

MHA BOARD RESOLUTION NO. 2015-05

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, inclusive of an increase to the Malden Police Department Cooperative Agreement from \$60,000 to \$75,000 annually for Detail patrols.

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

RESOLVED AND VOTED: Resolution No. 2015-05 to approve the MHA Annual and Five Year PHA Plan and authorize the Chairperson and the Executive Director to sign and the Executive Director to

submit same electronically to HUD, together with all requisite attachments and certifications, inclusive of an increase in the Cooperative Agreement between the MHA and the Malden Police Department from \$60,000 to \$75,000 annually.

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

Nays: None.

D. ALL-TECH ELECTRIC

The Board analyzed an invoice dated June 10, 2015 from All-Tech Electric requesting payment in the sum of \$8,464.00 and the Certificate of Final Completion for the fire alarm replacement at Rockland Ave which will be submitted to the Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

VOTED: To approve final payment to All-Tech Electric for the fire alarm replacement project at Rockland Ave in the sum of \$8,464.00 and authorize the Executive Director to submit same to DHCD for payment, and also to execute the Certificate of Final Completion for the project.

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

Nays: None

E. CBI – INVOICES (3)

The Board was presented 3 invoices from CBI Consulting Inc.

- | | |
|---|-----------------|
| 1. Clement Street Building for Redevelopment for cost estimate, to be submitted to DHCD for payment | \$ 429.00 |
| 2. Salem Street Building for the Balcony investigation | 2,170.00 |
| 3. Newland Street Development for Design 504 project | <u>2,625.00</u> |
| | \$5,224.00 |

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

VOTED: To approve and authorize payment to CBI Consulting in the sum of \$5,224.00 for work at Forestdale Development, Salem Street

and Newland Development, and submission of the Clement Street approval to DHCD for payment.

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

Nays: None

F. B.C.R. MECHANICAL, INC. INVOICE

The Board was presented and invoice from B.C.R. Mechanical, Inc. for boiler repair at Amp 4/Mountain Avenue in the amount of \$11,648.74.

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

VOTED: To approved and authorize payment to BCR Mechanical, Inc. in the amount of \$11,648.74 for repairing the boiler at 120 Mountain Avenue

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

Nays: None

G. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board considered two (2) invoices from the Malden Police Department for detail patrols, the first dated June 23, 2015 (No. 11406) in the sum of \$752.00 for details at Newland Street and 630 Salem Street, the second detail July 4, 2015 (11367) for a detail at Newland Street in the amount of \$188.00.

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 to the Malden Police for detail patrols in the sum of \$940.00 for both details.

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

Nays: None.

H. YMCA – INVOICE

The Board was presented an invoice from the YMCA dated April 30, 2015 for the Newland Street after school and summer program in the amount of \$1,776.56.

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

VOTED: To approved and authorize payment to the YMCA in the amount of \$1,776.56 for the Newland Street After School Program

Ayes: George N. Bayers and Barbara A. Purcell

Nays: None

Abstain: Frank M. Molis and Joan M. Chiasson

I. DIANE COHEN (“COHEN”) – INVOICE

The Board examined an invoice dated July 1, 2015 for the month of June from Diane Cohen in the sum of \$1,050.00 for services including hearing officer duties for two applicants.

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 Diane Cohen in the sum of \$1,050.00 for hearing officer services

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

Nays: None

J. S.G. RISK MANAGEMENT CONSULTING –INVOICE

The Board received an invoice from S.G. Risk Management for insurance consulting services for the RFP for the new fiscal year coming, in the amount of \$1,381.25.

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 to S.G. Risk Management for consulting services in the amount of \$1,381.25

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

Nays: None

K. ROOF REPLACEMENT –BID PROPOSALS

A memorandum from Edward Fahey, the Director of Modernization and Procurement, was studied by the Board itemizing the bids for the replacement of four (4) roofs at Linden Homes Development, as follows:

Caruso & McGovern Construction	\$82,210.00
S.I. Services, Inc.	\$38,300.00
Oneway Ptg/Roofing	\$38,000.00

The Executive Director and Mr. Fahey each recommended that S.I. Services, Inc. be awarded the bid as the most responsive and responsible bidder in the sum of \$38,300.00, and that the Executive Director be authorized to execute a contract with the Company for that amount.

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

VOTED: To accept the bid proposal from S.I. Services, Inc. as the most responsive and responsible bidder in the sum of \$38,300.00 for the replacement of four (4) roofs at the Linden Homes Development, and authorize the Executive Director to execute a contract with the Company for that amount.

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

Nays: None

**L. COMMONWEALTH OF MASS GROUP INSURANCE COMMISSION (GIC)-
INVOICE**

The Board was presented an invoice from GIC dated July 2, 2015 that was a credit to MHA in the amount of \$1,130.06

No further action was necessary.

M. SUFFOLK MANOR STAIRWELL DOORS –AWARD

Mod & Procurement Director, Ed Fahey, presented the Board his recommendation that Armor Door and Lock Inc. be awarded the bid as the Most Responsive and Responsible Bidder to install new stairwell doors at Suffolk Manor, 312 Bryant Street, for the amount of \$5,892.00. The Executive Director concurred with Mr. Fahey's recommendation.

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

VOTED: To approve Armor Door and Lock Inc. be awarded the bid as the Most Responsive and Responsible Bidder to install new stairwell doors at Suffolk Manor and authorize the Executive Director to execute a contract with the Company for that amount.

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

Nays: None

4. POLICIES AND CONTRACTS

There were no policies or contracts presented.

5. REVIEW OF CHARITABLE REQUESTS

A. FRANCIS (FRANK) H. CONWAY –DECEASED NOTICE

The Board was presented an obituary notice for Francis (Frank) H. Conway, who was a former employee of Malden Housing Authority. The Executive Director informed the Board that since it was our policy to send a memorial to the families for their requested cause and the amount would be \$100.00 per policy. The family has requested that donations be sent to Wounded Warrior Project in his memory.

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

VOTED: To approve a donation to Wounded Warrior Project for the amount of \$100.00 in the name of Francis (Frank) H. Conway.

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

Nays: None

B. BREAD OF LIFE

The board was presented a thank you letter for a donation that the Bread of Life received from the Malden Housing Authority in the amount of \$100.00.

No further action was necessary.

6. CORRESPONDENCE AND NEWSLETTERS

Training programs sponsored by MASSNAHRO

The Board received a letter from Robert Miller thanking the MHA for support of his family and the City of Malden's Miller Park Renovation Project, which the Park is named after Mr. Miller's Father.

No further action was necessary.

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, Joan M. Chiasson and
Barbara A. Purcell.

Nays: None

Adjourned at 5:40 PM


Francis C. Boudrow, Secretary