

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 14, 2016 at 4:20 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS PRESENT: George N. Bayers Chairperson, Frank M. Molis and Mark A. Lawhorne

COMMISSIONERS ABSENT: Francis C. Boudrow and Joan M. Chiasson

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

1. APPROVAL OF MINUTES OF MAY 31, 2016

The minutes of May 31, 2016 were presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of May 31, 2016 as submitted.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

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 Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

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

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

3. FINANCIAL MATTERS**A. FINANCIAL STATEMENT**

The Executive Director transmitted the Combined Balance Sheet as of May 31, 2016 for review and information only.

B. MALDEN CONTRIBUTORY RETIREMENT SYSTEM ("MALDEN RETIREMENT") – LETTER

The Executive Director presented a letter from Malden Retirement dated December 2, 2015 for the annual payment due for FY 2017 from MHA in the sum of \$1,102,173 and reminded

the Board it had been previously voted to accept and approve the FY 2017 appropriation and pay in full by July 1, 2016 at the December 15, 2015 Board meeting.

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

VOTED: To ratify and confirm the December 15, 2015 vote and approve the annual retirement appropriation for FY 2017 in the sum of \$1,102,173 and to pay in full by July 1, 2016.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

C. HAI GROUP INSURANCE – INVOICE

The Board considered an invoice dated June 18, 2016 from HAI Group in the sum of \$1,546 for coverage adjustments because of the new MHA vehicles through October 1, 2016.

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 HAI Group in the sum of \$1,546 for insurance coverage adjustments for the new MHA vehicles through October 1, 2016.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

D. SIEMENS INDUSTRY, INC. (“SIEMENS”) – INVOICE

An invoice dated March 17, 2016 from Siemens in the sum of \$509,180.15 for services and materials under the Energy Performance Contract (“EPC”) was analyzed by the Board.

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

VOTED: To approve and authorize payment to Siemens in the sum of \$509,180.15 from the MHA’s EPC Loan Account at East Boston Savings Bank.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

E. CBI CONSULTING INC. (“CBI”) – INVOICE

The Board studied an invoice dated May 31, 2016 from CBI for engineering and consulting in the sum of \$1,125 for the Newland Street accessibility project.

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 \$1,125 from the CFP 1430 account for engineering and consulting for the Newland Street accessibility project.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

F. MALDEN POLICE DEPARTMENT – INVOICES (6)

Six (6) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street were perused by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/31/16	13543	\$664.23
06/02/16	13565	221.41
06/06/16	13583	442.82
06/06/16	13590	221.41
06/10/16	13621	442.82
06/13/16	13637	<u>221.41</u>
	TOTAL	<u>\$2,214.10</u>

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 the Malden Police Department in the total sum of \$2,214.10.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

G. BIDDOCS ONLINE (“BIDDOCS”) – INVOICE

The Board examined an invoice from BidDocs dated May 30, 2016 in the sum of \$486.06 for documentation for window replacement at Rockland Avenue.

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 BidDocs in the sum of \$486.06 for documentation for window replacement at Rockland Avenue and submit the same to Massachusetts Department of Housing and Community Development (“DHCD”) for payment.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

H. MALDEN YMCA – INVOICES (2)

Two (2) invoices from the YMCA both dated April 30, 2016 in the sums of \$2,102.33 for Linden and \$1,585.65 for the Newland Street After School Program were scrutinized by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,102.33 for Linden and \$1,585.65 for the Newland Street After School Program.

Ayes: George N. Bayers

Abstain: Frank M. Molis and Mark A. Lawhorne

Nays: None

I. ENLIGHTENED ENERGY CONSULTANTS (“EEC”) – CHANGE ORDER

The Board reviewed Change Order No. 5 from EEC dated Mary 2, 2016 in the amount of \$3,283.38 for negotiations with and oversite of Siemens. It was noted that the current total contract with this change is \$101,611.12.

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 accept Change Order No. 5 from EEC in the sum of \$3,283.38 for negotiations with and oversite of Siemens' construction work.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

J. DIANE COHEN (“COHEN”) – INVOICE

An invoice dated June 1, 2016 from Diane Cohen in the sum of \$3,500 for consulting services, including the Administrative Plan (Section 8) and Admissions and Continued Occupancy (“ACOP”), was considered by the Board.

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

VOTED: To approve and authorize payment to Cohen from the COCC in the sum of \$3,500 for consulting services on the Administrative Plan and ACOP.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

K. FORESTDALE EASEMENT – PARKING SPACES

The Board analyzed a request made by Edward F. Fahey, Procurement & Modernization Director, dated June 10, 2016 to have the Malden Department of Public Works (“DPW”) construct a new parking area to help replace parking lost to the McFadden redevelopment easement.

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 the expenditure of up to \$20,000 from MHA Central Office Cost Center (“COCC”) funds for the Malden DPW to construct parking additional parking spaces at Forestdale.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

L. ENLIGHTENED ENERGY CONSULTANT (“EEC”) – FINAL INVOICE

An invoice dated May 18, 2016 from EEC in the sum of \$4,900 for consulting services on oversight of the Energy Performance Contract (“EPC”) was studied by the Board.

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

VOTED: To approve and authorize payment to EEC in the sum of \$4,900 from the COCC for EPC consulting services.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

M. SIEMENS – CHANGE ORDER LETTER – SCOPE OF WORK

The Board considered a Change Order letter from Siemens dated May 31, 2016 regarding a reduction in the scope of work for the decentralization of the central boiler plant at 275 Newland Street, reducing the contract amount by \$20,000

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

VOTED: To ratify and confirm the Change Order letter dated May 31, 2016 from Siemens for a reduction of \$20,000 in the total contract amount and approve the Executive Director’s prior execution of the same.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

N. JAMES M. HENNESSEY – INVOICE

An invoice from James Hennessy dated June 9, 2016 in the amount of \$1,912.50 for Section 8 and public housing inspectional services was analyzed by the Board.

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

VOTED: To authorize and approve payment to James M. Hennessy in the amount of \$1,912.50 for inspectional services.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

O. TRAINING – U.S. INSPECTION GROUP, INC.

The Board studied a Purchase Order in the sum of \$975 for MHA staff training dated June 8, 2016 for U.S. Inspection Group, Inc. Real Estate Assessment Center ("REAC") High Performer training.

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

VOTED: To authorize and approve the attendance at of up to three (3) MHA staff members to attend the REAC High Performer training for the sum of \$975, including Jennifer Carlson's attendance paid from COCC funds.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

P. TRAINING – MASSACHUSETTS NATIONAL ASSOCIATION OF REDEVELOPMENT OFFICIALS ("MASS/NAHRO")

A Purchase Order for MHA staff training dated June 9, 2016 for Mass/NAHRO for occupancy training in the sum of \$298 was perused by the Board.

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

VOTED: To authorize and approve the attendance of appropriate MHA staff members to attend the Mass/NAHRO occupancy training the sum of \$298.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

Q. MYSTIC VALLEY ELDER SERVICES – INVOICES (2)

The Board received two invoices for services from Mystic Valley Elder Services for resident service Coordinators at various developments and coverage of Forestdale events.

<u>Dated</u>	<u>Period/Services</u>	<u>Amount</u>
06/13/16	May 2016 – Resident Coordinators	\$12,736.17
06/13/16	May 2016 – Forestdale Event	<u>35.44</u>
		\$12,771.61

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

VOTED: To approved and authorize payment from the developments serviced to MVES in the total sum of \$12,771.61

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

R. PURCHASE ORDER– EASTERN BANK

A Purchase Order dated June 14, 2016 for Eastern Bank for an extension of the contract for banking services in the sum of \$3,000 through January 18, 2017 or until a new contract with Eastern Bank or another bank is operational was examined by the Board.

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

VOTED: To authorize and approve a six (6) month extension on the Eastern Bank contract through January 18, 2017 or until a new contract with Eastern Bank or another bank is operational for the sum of \$3,000.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

S. DEMELO CONSTRUCTION (“DEMELO”) – REQUEST FOR PROPOSAL (“RFP”)

The Board scrutinized and discussed two (2) RFP's for partial roof replacement and repair at Forestdale and DeMelo was the most responsive and responsible bidder in the sum of \$4,600

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

VOTED: To award the contract to DeMelo as the most responsive and responsible bidder in the sum of \$4,600 for partial roof replacement and repairs at Forestdale and authorize the Executive Director to contract for same.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

4. **POLICIES**

A. **PROCUREMENT POLICY**

The Executive Director distributed the MHA Procurement Policy and asked the Board to review and be prepared to vote at the next meeting.

No further action was necessary.

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

The following were transmitted to the Board:

- Lead the Way pamphlet
- 2016 MA Office on Disability Summit pamphlet
- 2016 Mass/NAHRO Summer Conference Registration
- Bread of Life – Thank you

7. **OPEN DISCUSSION**

A. **ENERGY EFFICIENCY SUMMIT**

A flyer from National Grid announcing its 2016 Energy Efficiency Summit scheduled for October 13, 2016 at Gillette Stadium at the rate \$125 was reviewed by the Board.

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

VOTED: To approve and authorize Commissioners and appropriate staff members to attend the Energy Efficiency Summit with all allowable costs and expenses to be paid by MHA or reimbursed.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

B. LEO DAUWER AND CO-HOST

The Board reviewed a flyer from Leo Dauwer regarding the September 2016 Professional Development Conference to be held at Martha's Vineyard.

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

VOTED: To approve and authorize attendance for appropriate staff for the Professional Development Conference with Leo Dauwer and Commissioners with all allowable costs and expenses to be paid by MHA or reimbursed.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

C. MASS/NAHRO – TRAINING

The following Mass/NAHRO training flyers were distributed to the Board:

- Section 8 Terminations training scheduled for Wednesday, July 13, 2016 at 9 AM at the Danvers Housing Authority.
- Substance Abuse Disorders, Emerging Drug Trends and the Opiate Crisis scheduled for Thursday, October 25, 2016 at 10 AM at the Avon Housing Authority.
- Board Member Certification Program on Ethics, scheduled for Saturday, June 11, 2016 at 9 AM at the Brockton Housing Authority.
- Legal Elements scheduled for Saturday, July 9, 2016 at 9 AM at Falmouth Housing Authority.
- Finance scheduled for Saturday, September 17, 2016 at 9 AM at Easton Housing Authority.
- Massachusetts Public Housing Administrator Program ("MPHAP") – Personnel scheduled for Friday, June 10, 2016 at 9 AM at Ludlow Housing Authority.
- MPHAP - Financial Elements/Maintenance & Modernization scheduled for Friday, July 22, 2016 at 9 AM at Falmouth Housing Authority.
- MPHAP – Legal Elements scheduled for Friday, August 12, 2016 at 9 AM at Plymouth Housing Authority.

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

VOTED: To approve and authorize attendance of appropriate staff and Commissioners at the Mass/NAHRO trainings with all allowable costs and expenses to be paid by MHA or reimbursed.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

D. SUMMER HOLIDAYS

A memorandum from the Mayor's office dated May 31, 2016 citing City offices closing in observance of Independence Day on Friday, July 1, 2016 and Monday, July 4, 2016. City offices will also be closed in observance of Labor Day on Friday, September 2, 2016 and Monday, September 5, 2016 was considered.

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

VOTED: To authorize and approve the closing of MHA's offices and maintenance on July 1 and September 2, 2016.

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

ADJOURNMENT

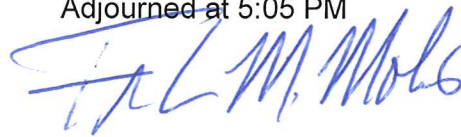
After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To adjourn

Ayes: George N. Bayers, Frank M. Molis and Mark A. Lawhorne

Nays: None

Adjourned at 5:05 PM



~~Joan M. Chiasson, Secretary~~

FRANK M. MOLIS

.acting