

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 20, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Joan M. Chiasson

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

1. AMENDMENT TO MINUTES OF MAY 16, 2017 ITEM 3.O. EMPLOYEES RETIRING UNDER FINANCIAL MATTERS

The Executive Director presented to the Board an amendment to the vote for item O. Employees Retiring under the title Financial Matters (Section 3) to read "*To accept Mr. Leahy's and Ms. Gianatassio's retirement with regret and to approve a restaurant luncheon for each inclusive of immediate family and departmental MHA consultants*" in honor of their service to be paid from the Central Office Cost Center ("COCC") funds.

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

VOTED: To amend the vote in the minutes of the May 16, 2017 Item O. Employees Retiring under the title Financial Matters (Section 3) as stated above.

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

Nays: None

1A. APPROVAL OF MINUTES OF JUNE 21, 2017

The minutes June 21, 2017 were not yet available.

No further action was necessary.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None

3. FINANCIAL MATTERS

A. THYSSENKRUPP ELEVATOR CORP ("THYSSENKRUPP") – INVOICES (2)

The Board scrutinized two (2) invoices both dated May 30, 2017 from Thyssenkrupp for elevator services at 630 Salem Street in the sum of \$16,146.90 and 120 Mountain Avenue in the sum of \$22,617

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 Thyssenkrupp from Capital Funds for elevator services at 630 Salem Street in the sum of \$16,146.90 and 120 Mountain Avenue in the sum of \$22,617 subject to satisfactory documentation, including prevailing wage.

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

Nays: None

B. MALDEN POLICE DEPARTMENT – INVOICES (3)

Three (3) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were reviewed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
06/14/17	15906	\$ 221.41
06/15/17	15918	221.41
06/16/17	15938	<u>221.41</u>
	TOTAL	<u>\$ 664.23</u>

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 the Malden Police Department in the total sum of \$664.23 for detail patrol coverage.

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

Nays: None

C. MYSTIC VALLEY ELDER SERVICES – ("MVES") INVOICES (2)

The Board considered two (2) invoices both dated June 19, 2017 from MVES for Resident Service Coordinator services. The first for resident service coordinators in the amount of \$11,546.94 for May 2017, and the second for a Forestdale event the amount of \$116.74

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 MVES in the sums of \$11,546.94 from federal funds and \$116.74 paid from COCC funds for the 400-1 program.

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

Nays: None

D. ASAP TREE CARE – INVOICE

The Board reviewed an invoice dated June 18, 2017 from Asap Tree Care in the sum of \$3,600 for the removal of a tree which had fallen on a Forestdale roof without damage to the MHA property. An emergency procurement was necessary in order to remove and dispose of the fallen tree.

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 Asap Tree care in the sum of \$3,600 for the removal and disposal of the fallen tree paid from COCC funds.

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

Nays: None

E. S.I. SERVICES, INC. INVOICE

An invoice dated May 31, 2017 in the amount of \$7,800 from S.I. Services, Inc. for repairs to a leaking roof at Forestdale was considered 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 the payment in the sum of \$7,800 to S.I. Services, Inc. for the replacement of 80' x 19' area of reeving at Forestdale and submit to the Massachusetts Department of Housing and Community Development ("DHCD") for payment and, if not paid, to be paid from COCC funds.

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

Nays: None

F. ROCKLAND AVENUE

The Board considered a spreadsheet detailing the description of work, scheduled value and costs of renovations for Rockland Avenue totaling \$59,538.

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 expenditure of \$59,538 for the renovations at Rockland Avenue and submit for payment to DHCD with COCC funds approved to be used for any gap in reimbursement or cost overrun.

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

Nays: None

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

An invoice dated June 12, 2017 from CBI for clerk of the work services in the sum of \$1,760 for the concrete steps and stoops project at the Newland Street development was analyzed 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 CBI in the sum of \$1,760 for clerk of the work at Newland Street to be paid from MHA Capital Funds.

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

Nays: None

H. JAMES M. HENNESSEY – INVOICE

The Board studied an invoice dated June 20, 2017 from James M. Hennessey for quality control inspections in the sum of \$3,337.50

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 James M. Hennessey for quality control inspections in the sum of \$3,337.50 to be paid from section 8 and/or COCC funds.

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

Nays: None

I. VOX BUSINESS CARD

A Vox Business Card Application for Commissioner's and key MHA staff was perused by the Board. It was noted that former Member Barbara A. Purcell should be removed and current Member Mark A. Lawhorne added to the application. The Executive Director also felt it would be beneficial to change the authorized credit users to include Carla Gennetti and Linda Ferullo with credit limits up to \$2,500, subject to the completion of relevant documents.

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 Executive Director to amend the MHA's credit application to include Member Mark A. Lawhorne as a cardholder and remove Barbara A. Purcell, and also to add Finance Director, Carla Gennetti, and Occupancy Director, Linda Ferullo, as authorized users with credit limits in the amount of \$2,500 each.

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

Nays: None

4. POLICIES

A. VIOLENCE AGAINST WOMEN'S ACT ("VAWA")

The Notice of Occupancy Rights under the VAWA Act, from HUD-5380 was distributed to the Board

For informational purposes only.

5. CHARITABLE REQUESTS

None

6. CORRESPONDENCE AND NEWSLETTERS

- Letter dated June 12, 2017 from Marcia Manog, Resident Advisory Member
- Mayor's Summer Youth Employment Program ("MSYEP")

A. SUMMER HOLIDAYS

A memorandum from the Mayor's office dated June 19, 2017 citing City offices closing in observance of Independence Day on Monday, July 3, 2017 and Tuesday, July 4, 2017 and City offices will also be closed in observance of Labor Day on Friday, September 1, 2017 and Monday, September 4, 2017 was examined by the Board.

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

VOTED: To approve and authorize the closing of MHA's offices on July 3, and September 1, 2017, consistent with the City of Malden.

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

Nays: None

B. MANAGING CONFLICT UTILIZING EFFECTIVE DISPUTE RESOLUTION SKILLS FOR RESIDENTS

The Board considered a flyer from the National Association of Housing and Redevelopment Officials ("Mass/NAHRO") for Managing Conflict Utilizing Effective Dispute Resolution Skills for Residents scheduled for Thursday, September 14, 2017 at the Danvers Housing Authority.

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

VOTED: To approve and authorize the travel and attendance of appropriate staff members to the Managing Conflict Utilizing Effective Dispute Resolution seminar to be held in Danvers in September 2017.

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

Nays: None

7. OPEN DISCUSSION

None

ADJOURNMENT

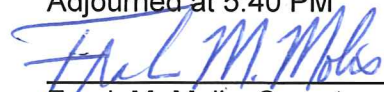
After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:40 PM



Frank M. Molis, Secretary