

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 28, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Joan M. Chiasson

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF JUNE 14, 2016

The minutes of June 14, 2016 were presented to the Board and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of June 14, 2016 as submitted.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary.

3. FINANCIAL MATTERS

A. MALDEN POLICE DEPARTMENT – INVOICES (4)

Four (4) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street were scrutinized by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
04/05/16	13164	\$ 664.23
06/21/16	13680	664.23
06/22/16	13696	221.41
06/23/16	13707	<u>221.41</u>
	TOTAL	<u>\$1,771.28</u>

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 Malden Police Department in the total sum of \$1,771.28.

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

Nays: None

B. NANGLE ENGINEERING INCORPORATED ("NANGLE") – INVOICE

The Board considered an invoice from dated June 17, 2016 in the sum of \$1,000 for Rockland Avenue egress lighting design and site visits from Nangle.

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 in the sum of \$1,000 to Nangle for engineering services and submit the same to Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

Nays: None

C. A-ONE BUILDING COMPANY LLC ("A-ONE") – CONTRACT

A contract with A-One dated June 23, 2016 for the replacement of windows at Rockland Avenue in the sum of \$23,885 was reviewed by the Board.

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

VOTED: To approve the contract with A-One for the replacement of windows at Rockland Avenue in the sum of \$23,885, confirm the Executive Director's execution of the contract and submittal to DHCD.

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

Nays: None

D. ATC GROUP SERVICES, LLC (“ATC GROUP”) – INVOICE

The Board studied an invoice dated June 13, 2016 in the amount of \$3,315 from ATC Group for lead inspections at nine (9) 504 project units and the site office at Newland Street.

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

VOTED: To authorize approve payment in the sum of \$3,315 to ATC Group for lead testing the 504 project at Newland Street.

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

Nays: None

E. THYSSENKRUPP ELEVATOR AMERICAS (“THYSSENKRUPP”) – AMENDED CONTRACT

The Board had previously contracted with ThyssenKrupp for new elevators at 120 Mountain Avenue for the sum of \$308,978. An amendment to the contract was presented for an additional \$57,500 for upgraded installation, including power changes (Alternate 1) and an additional \$43,020 for cab interior renovations (Alternate 2) to the base price.

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 Executive Director to amend the contract with ThyssenKrupp for new elevators at 120 Mountain Avenue and 630 Salem Street for a total cost of \$409,498.

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

Nays: None

F. THYSSENKRUPP – AMENDED CONTRACT

The Board had previously contracted with ThyssenKrupp for new elevators at 630 Salem Street for the sum of \$315,086. An amendment to the contract was presented for an additional \$59,500 for upgraded installation, including power changes (Alternate 1) and an additional \$43,020 for cab interior renovations (Alternate 2) to the base price.

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 the Executive Director to amend the contract with ThyssenKrupp for new elevators at 630 Salem a total cost of \$417,606.

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

Nays: None

G. UNIFORM FEDERAL ACCESSIBILITY STANDARDS (“UFAS”) UPGRADES – CHANGE ORDERS

The Board perused three (3) change orders for the UFAS accessibility upgrades from L&H Construction, Inc. (“L&H”) for nine (9) units at Newland Street as follows:

Change Order	Amount	Description
1	\$9,652.00	New Gypsum wall in kitchens
2	1,638.00	New Gypsum board to kitchen back and side walls
3	10,589.59	Demolish and dispose of existing plaster; run dryer exhaust and insulate. Demolish existing PVC vent and install 2” vent in attic. Wood frames to provide space for dryer and plumbing vent. Install new 5/8” Gypsum board ceiling taped and ready for painting.

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 accept the three (3) change orders for the UFAS accessibility upgrade contract with L&H for the sum of \$21,879.59 plus \$600 for testing, if necessary, and authorize the Executive Director to execute.

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

Nays: None

H. RECYCLING CHANGE

The City changed to a dual recycle pickup rather than single stream. Cardboard and paper must be separated from plastics, glass and metals causing the need for a second recycling bin for Newland Street and Linden tenants.

The Board examined a quote dated June 28, 2016 from Global for 600 new bins for a total cost of \$8,700 (not including shipping)

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 the purchase of 600 additional recycle bins from Global at a cost of \$8,700 (not including shipping)

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

Nays: None

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

An invoice dated June 1, 2016 from SG Risk in the sum of \$743.75 for risk management and insurance consulting services was scrutinized 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 SG Risk in the sum of \$743.75 from the COCC for risk management and insurance consulting services.

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

Nays: None

J. TRAINING – MASSACHUSETTS NATIONAL ASSOCIATION OF REDEVELOPMENT OFFICIALS (“MASS/NAHRO”)

A Purchase Order dated June 28, 2016 for Mass/NAHRO occupancy training in the sum of \$1,050 was perused by the Board.

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

VOTED: To authorize and approve the attendance of Linda Ferullo in the sum of \$175 to be paid by COCC and other appropriate MHA staff members to attend the Mass/NAHRO occupancy training in the sum of \$875 to be paid from the Capital Fund for a total sum of \$1,050.

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

Nays: None

4. POLICIES

A. WEGOWISE, INC. (“WEGOWISE”)

The Executive Director discussed a recent email received from WegoWise inquiring about an intergovernmental agreement to allow for Rockford, Illinois Housing Authority to piggyback on MHA’s WegoWise contract for utility reporting and monitoring.

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

VOTED: To authorize the “piggybacking” of MHA’s WegoWise contract by the Rockford (Illinois) Housing Authority.

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

Nays: None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

The following were transmitted to the Board:

- Regional Capital Assistance Team nomination request
- DHCD Commissioner Training
- Family Self-Sufficiency Program Newsletter

7. **OPEN DISCUSSION**

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

- Section 8 Terminations training scheduled for Wednesday, July 13, 2016
- Substance Abuse Disorders, Emerging Drug Trends and the Opiate Crisis scheduled for Thursday, August 25, 2016
- Board Member Certification Program for Legal Elements scheduled for Saturday, July 9, 2016
- Board Member Certification Program for Finance scheduled for Saturday, September 17, 2016
- Board Member Certification Program for Personnel scheduled for Saturday, October 22, 2016
- Massachusetts Public Housing Administrator Program (“MPHAP”) – Financial Elements/Maintenance and Modernization scheduled for Friday, July 22, 2016
- MPHAP – Legal Elements scheduled for Friday, August 12, 2016
- MPHAP – The Occupancy Cycle scheduled for Wednesday, September 21, 2016

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 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, Francis C. Boudrow, 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, Francis C. Boudrow, Frank M. Molis and Mark A. Lawhorne

Nays: None

Adjourned at 5:45 PM


Joan M. Chiasson, Secretary