

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, June 2, 2015 at 4:20 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: Frank M. Molis, Chairperson, George N. Bayers, Francis C. Boudrow and Joan M. Chiasson

COMMISSIONERS

ABSENT: Barbara A. Purcell

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

1. APPROVAL OF MINUTES – MAY 12, 2015

The minutes of May 12, 2015 were reviewed by the Board and 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 minutes of May 12, 2015 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

There were no bills or signing of checks.

No further action was necessary at this time.

3. FINANCIAL MATTERS

A. BCR MECHANICAL INC. ("BCR") – CHANGE ORDER

Edward Fahey, MHA's Director of Modernization and Procurement presented Change Order No. 1 from BCR dated May 20, 2015 for hot water boiler installation at 120 Mountain Avenue in the sum of \$7,523.39 increasing the total contract to \$13,023.39. It was noted that an overcharge for tax in the sum of \$2 was included in the above Change Order.

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

VOTED: To approve and accept the Change Order from BCR in the sum of \$7,521.39 increasing the total contract to \$13,021.39.

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

Nays: None.

B. FINANCIAL STATEMENT – ACCOUNTANT’S COMPILATION REPORT

The Board received a transmittal letter from Howard Gordon, CPA with the Accountant’s
Compilation Report as of April 30, 2015.

No further action was necessary.

C. DIANE COHEN (“COHEN”) – INVOICE

The Board examined an invoice dated June 1, 2015 for May 2015 from Diane Cohen for
hearing officer services and Admissions and Continued Occupancy (“ACOP”) consulting in the
sum of \$1,775

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

VOTED: To approve and authorize payment to Cohen in the sum of \$1,175
for hearing officer services and ACOP consulting.

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

Nays: None.

D. CBI CONSULTING INC. (“CBI”) – INVOICES (3)

Three invoices dated May 26, 2015 from CBI for engineering services were scrutinized
by the Board as follows:

| | |
|---|------------|
| Construction Documents for the Newland Street Accessibility Project | \$ 2,625 |
| Balcony Site investigation at 630 Salem Street | 930 |
| Window and Doors study and Investigation at Forestdale | <u>425</u> |
| | \$3,980 |

The Executive Director reminded the Board the invoice for Forestdale will be submitted
to Massachusetts Department of Housing and Community Development (“DHCD”) for payment.

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 in the sum of \$2,625 for
engineering services of construction documents for the Newland
Street Accessibility Project.

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

Nays: None.

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 CBI for engineering services in connection with the balcony site investigation at 630 Salem Street

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

Nays: None.

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 in the sum of \$425 for the engineering services for the Forestdale windows and door study and submit to DHCD for reimbursement.

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICE

The Board considered an invoice from the Malden Police Department dated May 26, 2015 (No. 11270) in the sum of \$188 for a police detail at Newland Street and Miller Park.

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

VOTED: To approve and authorize payment to the Malden Police Department for police details in the sum of \$188.

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

Nays: None.

F. JAMES M. HENNESSEY – INVOICE

An invoice dated June 2, 2015 from James M. Hennessey in the sum of \$2,287.50 for quality control inspectional services was perused 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 authorize and approve payment to James M. Hennessey in the sum of \$2,287.50 for quality control inspectional services as required by the U.S. Department of Housing and Urban Development's ("HUD")

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

Nays: None.

G. URBAN AIR INC. ("URBAN AIR") – INVOICE

An invoice dated June 2, 2015 from Urban Air for the monthly information technology services in the sum of \$2,100 was studied by the Board.

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

VOTED: To approve and authorize payment to Urban Air for information technology services in the sum of \$2,100.

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

Nays: None.

4. POLICIES

None

5. CHARITABLE REQUESTS

A. SPECIAL OLYMPICS 2015

A solicitation from the Special Olympics 2015 Annual Fund Appeal was considered by the Board.

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

VOTED: To approve and authorize a contribution of \$100 to the Special Olympics.

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

Nays: None.

B. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC.

The Board analyzed a solicitation from the Malden Neighborhood Basketball League, Inc.

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

VOTED: To authorize and approve a \$50 contribution to the Malden Neighborhood Basketball League, Inc.

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

Nays: None.

C. BREAD OF LIFE ANNUAL GOLF CLASSIC

A flyer from the Bread of Life for their 2015 Annual Bread of Life Golf Classic was examined by the Board.

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

VOTED: To approve and authorize a donation of \$100 to the 2014 Bread of Life Golf Classic.

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

Nays: None.

6. CORRESPONDENCE AND NEWSLETTERS

A. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – PROFESSIONAL DEVELOPMENT AND 2015 SUMMER CONFERENCE

A Mass/NAHRO training flyer for professional development certifications and the 2015 Summer Conference was studied by the Board.

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

VOTED: To approve and authorize all applicable staff and commissioners to attend the Mass/NAHRO Summer Conference.

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

Nays: None.

7. **OPEN DISCUSSION**

None

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 4:50 PM


Francis C. Boudrow, Secretary