

MEETING OF THE MALDEN HOUSING AUTHORITY

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

COMMISSIONERS PRESENT: Frances C. Boudrow, Chairperson, Frank M. Molis and George N. Bayers

COMMISSIONERS ABSENT: Joan M. Chiasson and Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah Lungo

1. APPROVAL OF MINUTES OF FEBRUARY 28 AND MARCH 7, 2017

The minutes of the meetings of February 28 and March 7, 2017 were presented to the Board and after due discussion and upon motion duly made by George N. Bayers and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of February 28 and March 7, 2017 as submitted.

Ayes: Frances C. Boudrow, Frank M. Molis, and George N. Bayers

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECK

There were no bills or signing of checks.

No further action was necessary at this time.

3. FINANCIAL MATTERS

A. MHA 2017 CAPITAL FUND SAFETY AND SECURITY GRANT ACCEPTANCE RESOLUTION 2017-02

The Board considered a Public and Indian Housing (PIH) notice regarding emergency funding for safety and security measures submission of an application in the amount of \$250,000

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

RESOLVED AND VOTED:

Resolution No. 2017-02 To authorize and approve the Executive Director to submit, on behalf of the MHA's Linden Family Development, a fully completed 2016 Safety and Security Capital Fund Grant application to HUD in the amount of \$250,000

Ayes: Frances C. Boudrow, Frank M. Molis and George N. Bayers

Nays: None

B. MONTHLY FINANCIALS

The Board was presented the Malden Housing Authority monthly financials for their review.

No other action was taken.

C. GUYDER HURLEY CPA – INVOICE

An invoice dated March 10, 2017 from Guyder Hurley, CPA for the for the audit of MHA's FY 2016 Financial Statements and the DHCD's AUP in the sum of \$14,920 was reviewed by the Board.

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 Guyder Hurley, CPA in the sum of \$14,920 for said audits

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

Nays: None

D. BCM CONTROLS CORPORATION – INVOICES (4)

The Board received four (4) invoices all dated 2/28/17 from BCM Controls Corporation for renewal of annual service agreements as follows:

<u>Dated</u>	<u>Development</u>	<u>Amount</u>
2/28/17	312 Bryant Street	\$ 7,613
2/28/17	630 Salem Street	14,730
2/28/17	120 Mountain Ave	14,036
2/28/17	89 Pearl Street	<u>8,992</u>
		\$45,371

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 "BCM" in the amount of \$45,371 charged against each development out of their operating accounts.

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

Nays: None

E. SCS ENVIROMENTAL SERVICES – INVOICE

The Board was given an invoice in the amount of \$9,380 from SCS Environmental Services for the boiler project asbestos abatement as follows:

Dated	Development	Amount
2/23/17	630 Salem St	\$ 7,500
2/23/17	120 Mountain Ave	<u>1,880</u>
		\$9,380

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 SCS Environmental Services for Asbestos removal at Salem St. and Mountain Ave. developments in the amount of \$9,380.

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

Nays: None

F. YWCA – INVOICE

The Board reviewed an invoice dated March 9, 2017 from the YWCA for temporary administration of MHA's FSS Service Coordinator Program due to the caseload for FSS special projects in the amount of \$2,123.95, pursuant to the YWCA MOA.

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

VOTED: To authorize and approve payment to YWCA in the amount of \$2,123.95 for their assistance with FSS special projects administration, to be paid from the 2013 FSS Grant.

Ayes: Francis C. Boudrow and George N. Bayers

Abstain: Frank M. Molis

Nays: None

G. MALDEN POLICE DEPARTMENT –INVOICE

The Board reviewed an invoice #15346 from the Malden Police department dated March 13, 2017 in the amount of \$1,107.05 for detail work at Salem Street and Mountain Ave.

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 of invoice #15346 to the Malden Police Department in the amount of \$1,107.05 for details at 630 Salem St. and 120 Mountain Ave.

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

Nays: None

H. S.I. SERVICES, INC. INVOICE

The Board received an invoice in the amount of \$2050 for the release of retainage on the Linden roof project from S.I. Services, Inc., dated March 10, 2017.

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 release of retainage in the amount of \$2050 from the capital fund to S.I. Services for the completed Linden roof project.

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

Nays: None

I. TERMINAL EXCHANGE TASK ORDER

The Board reviewed a change order to MHA's current contract with Terminal Exchange dated March 20, 2017 in the amount of \$22,052, for Terminal's assessment of what MHA's institutional IT infrastructure needs might be. Terminal will conduct three phases of work to bring MHA's systems together, migrate, rebuild and standardize systems and MHA PC users.

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

VOTED: To approve a change order to the contract for the work described above and authorize the payment of \$22,052 to Terminal for all such work.

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

Nays: None

J. MYSTIC VALLEY ELDER SERVICES, INC INVOICES (2)

The Board was presented two invoices from Mystic Valley Elder Services for the provision of resident service coordinator services at MHA's various federal developments in the amount of \$13,226.97 and at MHA's Forestdale development in the amount of \$141.31 for the month of February.

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 payments of \$13,226.97 for the federal development resident services and \$141.31 for the state development resident services to Mystic Valley Elder Services, Inc.

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

Nays: None

K. BIDDOCS ONLINE INVOICE

The Board received an invoice from BidDocs Online for an ad posted on their site for the balcony repair project at the Salem Street Development dated March 20, 2017 in the amount of \$580.28.

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

VOTED: To authorize and approve payment to BidDocs Online in the amount of \$580.28 for the posting of the Salem Street balcony repair project

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

Nays: None

L. DISPOSITION OF ONE VEHICLE

The Executive Director requested approval from the Board to dispose of a 2007 Ford F-250 which has been replaced by a new truck to the City of Malden on a basis of a "no fault, with all conditions" deminimis sale, in accordance with MHA's Disposition Policy, to be memorialized by appropriate bill of sale, with additional condition that all "MHA" markings be removed prior to the City's re-use of said trucks.

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

VOTED: To authorize and approve the disposition of the 2007 Ford F-250 to the City of Malden in accordance with the MHA's Disposition Policy, with the condition that all "MHA" markings be removed prior to the City's re-use of said truck.

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

Nays: None

M. CONCRETE ENTRY STEPS AND STOOPS RFP AND CONTRACT

The Board reviewed a memo from Edward Fahey, Director of Modernization and Procurement, detailing bid proposals for the steps, stoops and handrails project at the MHA's Newland Street development, as follows:

Homer Contracting, Inc.	\$ 738,000
L & H Construction	900,308
Bay Contracting, Inc.	1,205,000
Commercial Construction	1,286,468
P. J. Spillane Co., Inc	1,317,300
Acme Waterproofing Co	1,431,975
Folan Waterproofing & Construction	1,455,000
East Coast Masonry, Inc.	1,550,496

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

VOTED: To award the bid for the Newland Street concrete entry steps, stoops and handrails project to Homer Contracting, Inc. as the most responsive and responsible bidder in the sum of \$738,000 and authorize the Executive Director to contract with Homer Construction for this project in that amount.

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

Nays: None

4. **POLICIES AND CONTRACTS**

None

5. **REVIEW OF CHARITABLE REQUESTS**

A. **ST. ROCCO FRATERNAL ASSOCIATION OF MALDEN**

The Board received a request for donation to the 88th Anniversary of St. Rocco Fraternal Association of Malden which benefits four schools in Malden providing scholarships.

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 a donation in the amount of \$50.00 from the COCC to the St. Rocco Fraternal Association of Malden.

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

Nays: None

B. **PROJECT TRIANGLE**

A solicitation from Project Triangle was reviewed 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 a donation in the amount of \$100.00 from the COCC to Project Triangles 46h Annual Celebration

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

A. NAN MCKAY & ASSOCIATES

The Board perused a flyer for the Nan McKay & Associates national conference to be held in Boston, MA from August 21 – 22, 2017

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 attendance at the Nan McKay National Conference in Boston for Commissioners and appropriate staff at MHA cost.

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

Nays: None

MISCELLANEOUS CORRESPONDENCE

Bread of Life – Thank you for donation
City of Malden newsletter on demolition of City Hall and Police Station
Review of a flyer from OSD with our picture in it from training

7. OPEN DISCUSSION

None

ADJOURMENT

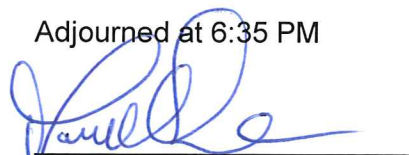
After due discussion and upon motion duly made by George N. Bayers and seconded by Frank M. Molis, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:35 PM



Frank M. Molis, Secretary

Mark Lawlorne, Acting