

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 31, 2016 at 10:20 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

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 MAY 10, 2016

The minutes of May 10, 2016 were presented to the Board and after due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the minutes of May 10, 2016 as submitted.

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

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. FINANCIAL STATEMENT

The Executive Director transmitted the Combined Balance Sheet as of April 30, 2016 for review.

For information only with no further action necessary.

B. MALDEN POLICE DEPARTMENT – INVOICES (5)

The Board scrutinized five (5) invoices from the Malden Police Department for police details at 630 Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
05/10/16	13411	\$221.41
05/11/16	13425	221.41
05/16/16	13442	885.64
05/22/16	13486	664.23
05/26/16	13518	<u>221.41</u>
	TOTAL	<u>\$2,214.10</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 \$2,214.10.

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

Nays: None

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

Two (2) invoices from MVES both dated May 11, 2016 in the sum of \$12,371.81 for resident service coordinators at the various Federal developments for the month of April and in the sum of \$35.44 for coverage of a Forestdale event were reviewed by the Board.

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 payment to MVES in the sums of \$12,371.81 and 35.44

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

Nays: None

D. BARRACUDA NETWORKS, INC (“BARRACUDA”) – INVOICE

The Board considered an invoice from Barracuda dated April 18, 2016 in the sum of \$600 for Cloud Storage services for one year.

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

VOTED: To authorize and confirm payment to Barracuda in the sum of \$600 for Cloud Storage services for one year.

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

Nays: None

E. BIDDOCS ONLINE (“BIDDOCS”) – INVOICE

An invoice from BidDocs dated May 16, 2016 in the sum of \$1,775.86 for construction documents for the bids on the Uniform Federal Accessibility Standards (“UFAS”) accessibility upgrades at the Newland Street development was analyzed by the Board.

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 BidDocs in the sum of \$1,755.86 for construction documents on the bids for UFAS accessibility upgrades at Newland Street.

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

Nays: None

F. COMFORT SYSTEMS USA/BCM CONTROLS CORPORATION (“BCM”) – INVOICE

The Board studied an invoice for the final payment from BCM dated March 26, 2016 in the sum of \$15,619.20 for security and camera system expansion and improvements at Suffolk Manor and Pleasant Street.

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 payment in the sum \$15,619.20 for security and camera system expansion and improvements at Suffolk Manor and 557 Pleasant Street.

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

Nays: None

G. BIDS FOR REAL ESTATE ASSESSMENT CENTER (“REAC”) ANNUAL INSPECTIONS

A memorandum from Edward Fahey, Modernization and Procurement Director outlining the bids for the annual REAC inspection services was perused by the Board as follows:

Geosite Environmental, Inc. \$60,495; and
U.S. Inspection Group, Inc. \$30,450.

The Modernization and Procurement Director recommended U.S. Inspection Group, Inc. as the most responsive and responsible bidder in the sum of \$30,450.

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

VOTED: To award the annual REAC inspection contract to U.S. Inspection Group Inc. in the sum of \$30,450 with MHA's option to extend the contract for an additional four (4) years.

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

Nays: None

H. PURCHASE OF MOTOR VEHICLES (5)

The Board examined five (5) invoices all dated May 16, 2016 from Stoneham Motor Co., Inc. for 4 new 2016 Ford F-250 Pickup Trucks in the sum \$35,260 each and 1 new Ford F-350 Flatbed Truck in the sum of \$47,275 for a total due of \$188,315

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

VOTED: To authorize and approve payment in the total sum of \$188,315 to Stoneham Motor Co., Inc. for 4 new Ford F-250 Pickup Trucks and 1 new Ford F-350 Flatbed Truck with the Flatbed Truck to be paid from Central Office Cost Center ("COCC").

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

Nays: None

I. ALLEN & MAJOR ASSOCIATES, INC. – INVOICE

An invoice dated May 12, 2016 from Allen & Major Associates, Inc. in the sum of \$762 for engineering services for sanitary and storm line repairs at Forestdale was scrutinized by the Board.

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 payment to Allen & Major Associates, Inc. in the sum of \$762 for sanitary and storm line repairs at Forestdale and submit the same to Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

Nays: None

J. HUMAN RESOURCES/EMPLOYMENT LEGAL SERVICES – REQUEST FOR PROPOSAL

The Modernization and Procurement Director requested the Board to consider the bid for Human Resources/Employment legal services. Kopleman & Paige, P.C. was the only and most responsive and responsible bidder. The Kopleman & Paige, P.C. bid is for 1 year at the rate of \$180 per hour with MHA's option for an additional 4 years at slight increases to a maximum of \$190 per hour in years 4 and 5.

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

VOTED: To approve and award the Human Resources/Employment Law RFP to Kopleman & Paige, P.C. as the most responsive and responsible bidder and authorize the Executive Director to enter into the 1 year option at the rate of \$180 per hour with MHA's option for an additional 4 years.

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

Nays: None

K. THYSSENKRUPP ELEVATOR AMERICAS (“THYSSENKRUPP”) – PROPOSALS (2)

The Executive Director provided the Board with two (2) proposals from ThyssenKrupp for new elevators at 120 Mountain Avenue and 630 Salem Street. The cost for 120 Mountain Avenue is \$308,978 and \$315,086 for 630 Salem Street. It was noted this was a previously awarded bid.

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 the Executive Director to contract with ThyssenKrupp for new elevators at 120 Mountain Avenue and 630 Salem Street for a total cost of \$624,064.

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

Nays: None

L. NATURAL GAS AGREEMENT

The Executive Director presented the first amendment to Commercial Natural Gas Service Agreement (“Amendment”) which amends the Agreement dated October 28, 2013 with Direct Energy Services, LLC for the provision of commercial natural gas to MHA. The Amendment calls for the removal of the master meters from 275 Newland Street and 132 Alden Street and replacing with individual meters and accounts.

After due discussion and upon duly 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 execute the Amendment with Direct Energy Services, LLC, for MHA's natural gas supply.

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

Nays: None

M. MHA EMPLOYEES – MONETARY INCENTIVES REGARDING THE ENERGY PERFORMANCE CONTRACT (“EPC”)

The Executive Director expressed his desire to compensate certain, select MHA employees for their exceptional service in the practical and operational success of the EPC. The following staff will be compensated in various amounts totaling \$30,000 as recommended by the Executive Director for exceptional service implementing the EPC and award a one-time bonus:

Robert Leahy, Finance Director
Carla Gennetti, Finance Manager
Edward Fahey, Modernization and Procurement Director
Jennifer Carlson, Public Housing Director
Deborah Lungo, Executive Assistant
Timothy Fitzpatrick, Electrician
Edward Silva, HVAC Mechanic
John Moreschi, Principal Foreman
Eric Svenson, Principal Foreman
William Simard, Plumber
Paul Wiswall

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

VOTED: To approve and authorize the Executive Director to award the above listed employees a one-time bonus in various amount for a total sum of \$30,000 to be funded from COCC for their exceptional service implementing the EPC.

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

Nays: None

4. POLICIES

None

5. **CHARITABLE REQUESTS**

A. **HOUSING FAMILIES INC. ("HFI") – BACKPACK DRIVE**

The Board studied a solicitation from HFI for their annual Backpack Drive in preparation for the next school year.

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 a donation of \$200 to HFI for its annual Backpack Drive.

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

Nays: None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **MASSACHUSETTS ASSOCIATION OF HOUSING AUTHORITY
MAINTENANCE SUPERVISORS ("MAHAMS") – ANNUAL MEETING**

A flyer from MAHAMS was reviewed by the Board announcing its annual meeting to be held at Tuck's Point, Manchester-by-the-Sea, on Friday, June 17, 2016.

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

VOTED: To authorize and approve appropriate staff and Commissioners to attend the MAHAMS Annual Meeting.

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

Nays: None

The following were transmitted to the Board:

- DHCD – Public Housing Notice 2016-13
- Agassiz Village – Thank you
- Malden Neighborhood Basketball League, Inc. – Annual Awards Banquet
- Triangle – Thank you

7. **OPEN DISCUSSION**

A. **VOA MALDEN ASSISTED LIVING, LLC ("VOA") – MCFADDEN
REDEVELOPMENT**

The Executive Director presented the Board with a Temporary Driveway Easement between MHA and VOA for the development of an assisted living and memory care facility on the former McFadden Manor property, abutting the Forestdale development.

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 the Executive Director to execute the Temporary Driveway Easement between MHA and VOA, subject to further negotiations with VOA.

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

Nays: None

ADJOURNMENT

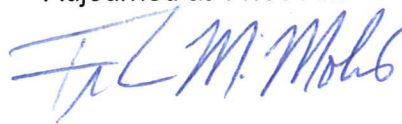
After due discussion and upon motion duly made by Francis C. Boudrow and seconded by Frank M. Molis it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 11:05 AM



~~Jean M. Chiasson, Secretary~~

ACTING Secretary