

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 12, 2015 at 11:00 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

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

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

1. APPROVAL OF MINUTES – APRIL 28, 2015

The minutes of April 28, 2015 were reviewed by the Board and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, it was unanimously

VOTED: To approve and authorize the minutes of April 28, 2015 as submitted.

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

Nays: None.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None.

3. FINANCIAL MATTERS

A. GUYDER HURLEY PC ("GUYDER") – INVOICE

The Board analyzed the draft audit from Guyder dated April 10, 2015 for Fiscal Year ending September 30, 2014 and an invoice in the sum of \$10,720 for preparation thereof.

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

VOTED: To approve and authorize payment to Guyder in the sum of \$10,720 for the FY 2014 audit and further authorize the Executive Director to finalize the audit.

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

Nays: None.

B. CONTRACT – ALL-TECH ELECTRIC, INC. (“ALL-TECH”) – INVOICE

The Board studied an invoice from All-Tech previously approved by the Massachusetts Department of Housing and Community Development (“DHCD”) dated May 11, 2015 for the Rockland Avenue Fire Alarm replacement project in the amount of \$8,464.00

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

VOTED: To approve the above contract and authorize payment in the total sum of \$8,464.00 to All Tech Electric for replacement of Rockland Avenue’s Fire Alarm system and for the Executive Director to submit the same to DHCD for such payment.

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

Nays: None.

C. CONTRACT – ERA EQUIPMENT, LLC – INVOICE

The Board was presented an invoice from ERA Equipment, LLC previously approved by the Massachusetts Department of Housing and Community Development (“DHCD”) dated May 11, 2015 for repairs to the Walkway and Handrail Replacement at Rockland Avenue and Forestdale, in the amount of \$10,200.00.

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

VOTED: To approve the above contract and authorize payment in the total sum of \$10,200.00 to ERA Equipment for repairs to the walkway and handrail replacement the replacement at Rockland Avenue and Forestdale and to authorize the Executive Director to submit the same to DHCD for such payment.

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

Nays: None.

D. CONTRACT– ERA EQUIPMENT, LLC – INVOICE

The Board was presented an invoice from ERA Equipment, LLC previously approved by the Massachusetts Department of Housing and Community Development (“DHCD”) dated May 11, 2015 for repairs to the Waste/Drain Line at Forestdale, in the amount of \$13,900.00

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

VOTED: To approve the above contract and authorize payment in the total sum of \$13,900 to ERA Equipment for the replacement of the Waste/Drain Line at Forestdale and authorize the Executive Director to submit same to DHCD for such payment.

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

Nays: None.

E. CBI CONSULTING INC. (“CBI”) – INVOICE

The Board analyzed an invoice dated April 28, 2015 from CBI for the window and door study for the Forestdale development in the sum of \$5,950.

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

VOTED: To approve and authorize payment to CBI in the sum of \$5,950 for the Forestdale windows and door study and submit to DHCD for reimbursement.

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

Nays: None.

F. MALDEN POLICE DEPARTMENT – INVOICE

An invoice from the Malden Police Department dated May 5, 2015 (No. 11143) in the sum of \$1,128 for police details at Newland Street and 630 Salem Street was considered by the Board.

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

VOTED: To approve and authorize payment to the Malden Police Department for police details in the sum of \$1,128.

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

Nays: None.

**G. MALDEN CONTRIBUTORY RETIREMENT SERVICES ("MALDEN
RETIREMENT") – INVOICE**

The Board perused an invoice from the Malden Retirement for the annual payment due July 1, 2015 in the sum of \$1,185,511. Typically, MHA would pay this invoice quarterly over the City of Malden's next fiscal year (beginning July 1), but the Executive Director explained that MHA would save interest costs associated with the quarterly payment process by paying this obligation in total prior to July 1, 2015.

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 the payment in full of MHA's annual Retirement Contribution to the Malden Retirement Board in the amount of \$1,185,511.

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

Nays: None.

H. DIANE COHEN ("COHEN") – INVOICE

An invoice dated April 30, 2015 from Cohen for services provided on appeals for Section 8 and as hearing officer in the sum of \$3,575 for the months of March and April, 2015 was perused by the Board.

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

VOTED: To authorize and approve payment in the sum of \$3,575 to Cohen for hearing officer services.

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

Nays: None.

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

An invoice dated May 1, 2015 for the month of April 2015 from Urban Air for monthly information technology services in the sum of \$2,100 was inspected by the Board.

After due discussion and upon motion duly made by George N. Bayers and seconded by Barbara A. Purcell, 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, Joan M. Chiasson and Barbara A. Purcell.

Nays: None.

J. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

The Board scrutinized an invoice dated May 4, 2015 from GIC for MHA's health insurance premiums for employees and retirees for the period April 1, 2015 to June 30, 2015 in the sum of \$222,597.06.

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

VOTED: To approve and authorize payment to GIC for health insurance premiums in the sum of \$222,597.06 for the period April 1, 2015 to June 30, 2015.

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

Nays: None.

K. ROOFTOP SNOW AND ICE REMOVAL AWARD – DHCD

The Executive Director presented a Memorandum from DHCD dated May 6, 2015 reimbursing MHA the sum of \$31,215 for rooftop snow and ice removal.

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

VOTED: To approve and authorize the Executive Director to accept the award of \$31,215 from DHCD.

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

Nays: None.

L. GAROFALO DESIGN ASSOCIATES, INC. ("GAROFALO") – INVOICE

An invoice dated May 5, 2015 from Garofalo in the sum of \$1,000 for design services for the roof project at 120 Mountain Avenue was examined by the Board.

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

VOTED: To approve and authorize payment in the sum of \$1,000 to Garofalo for roof design services.

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

Nays: None.

4. POLICIES

A. PERSONNEL POLICY

The Executive Director reminded the Board of the need to review MHA's Personnel Policy in anticipation of a June vote.

No further action was necessary at this time.

5. CHARITABLE REQUESTS

None.

6. CORRESPONDENCE AND NEWSLETTERS

The Leo P. Dauwer Conference, as well as the Mass/NAHRO Training for Pathways for the Housing Professional and 2015 Annual Conference, were considered by the Board.

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

VOTED: To approve and authorize attendance at Mass/NAHRO training for appropriate staff, including the occupancy department.

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

Nays: None.

7. OPEN DISCUSSION

None.

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 11:20 AM


Francis C. Boudrow, Secretary