

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, May 13, 2014 at 10:45 AM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS Barbara A. Purcell
ABSENT:

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

1. APPROVAL OF MINUTES – APRIL 22, 2014

The Executive Director explained the minutes from the previous meeting of April 22, 2014 were not yet available.

No further action was necessary at this time.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed 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
and Joan M. Chiasson.

Nays: None.

3. FINANCIAL MATTERS

A. MALDEN POLICE DEPARTMENT – INVOICES (5)

Five (5) invoices from the Malden Police Department for police details at the Newland Street development were examined by the Board as follows:

| <u>Dated</u> | <u>Invoice No.</u> | <u>Amount</u> |
|--------------|--------------------|----------------|
| 04/07/2014 | 9215 | \$ 1,128 |
| 04/25/2014 | 9308 | 2,068 |
| 04/30/2014 | 9345 | 940 |
| 05/05/2014 | 9373 | 188 |
| 05/05/2014 | 9383 | 752 |
| | Total | <u>\$5,076</u> |

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 the Malden Police Department in the total sum of \$5,076.

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

Nays: None.

B. DIANE COHEN ("COHEN") – INVOICE

The Board considered an invoice dated May 1, 2014 from Cohen for services provided as hearing officer in the sum of \$2,100.

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 in the sum of \$2,100 to Cohen for hearing officer services.

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

Nays: None.

C. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICE

An invoice dated May 5, 2014 from MVES for resident service coordinator services for the month of April 2014 in the sum of \$12,291.93 was perused by the Board.

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 payment to MVES in the sum of \$12,291.93 for resident service coordinators.

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

Nays: None.

D. ROCA, INC. ("ROCA") – INVOICE

The Board analyzed an invoice from Roca dated May 5, 2014 in the sum of \$4,642.36 for maintenance services at 557 Pleasant Street and Suffolk Manor.

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 Roca in the sum of \$4,642.36 for maintenance at 557 Pleasant Street and Suffolk Manor.

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

Nays: None.

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

An invoice dated May 2, 2014 from GIC for MHA's health insurance premiums for employees, retirees and survivors for the period April 1, 2014 to June 30, 2014 in the sum of \$221,183.30 was considered by the Board.

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 payment to GIC for health insurance premiums in the sum of \$221,183.30 for MHA employees and retirees for the period April 1, 2014 to June 30, 2014.

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

Nays: None.

F. MALDEN YMCA – INVOICE

The Board considered an invoice dated March 31, 2014 from the Malden YMCA for transportation services in the sum of \$1,324.22.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,324.22 for transportation services.

Ayes: Francis C. Boudrow and George N. Bayers.

Abstain: Frank M. Molis and Joan M. Chiasson.

G. MALDEN YMCA – INVOICE

An invoice dated March 31, 2014 from the Malden YMCA for the Newland Street After School Program in the sum of \$1,765.85 was scrutinized by the Board.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,765.85 for the Newland Street After School Program.

Ayes: Francis C. Boudrow and George N. Bayers.

Abstain: Frank M. Molis and Joan M. Chiasson.

H. INDEFINITE QUANTITY ELECTRICAL SERVICES – REQUEST FOR PROPOSALS (“RFP”)

Edward Fahey, Director of Modernization and Procurement, provided the Board with two (2) responses to the RFP for the Indefinite Quantity Electric Services contract for one year and the ability to extend for four (4) additional one-year terms. The first bid was from McDonough Electric Construction, Corp. with an hourly rate of \$82.45 (Apprentice) and \$91.28 (Journeyman). The second bid was from All-Tech Electric, Inc. with an hourly rate of \$70 (Apprentice) and \$91.28 (Journeyman).

Edward Fahey recommended that MHA contract with McDonough Electric Construction, Corp. for high voltage work and All-Tech Electric, Inc. for low voltage, both for one-year terms with the ability to extend for four (4) additional one-year terms at the hourly rates stated above.

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 award of the Indefinite Quantity Electrical Services contract for one year and the ability to extend for four (4) additional one-year terms to McDonough Electric Construction, Corp. and All-Tech Electric, Inc., both being the most responsive and responsible bidders for the scope of work to be performed.

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

Nays: None.

I. L & H CONSTRUCTION, INC. (“L & H ”) – INVOICE

The Board considered an invoice dated April 30, 2014 from L & H requesting reimbursement for the Building Permit fee in the sum of \$7,985 for the concrete deck repairs at Forestdale which is refundable through Massachusetts Department of Housing and Community Development (“DHCD”).

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 L & H in the sum of \$7,985 for reimbursement of Building Permit fees for concrete deck repairs at Forestdale and submit the same to DHCD.

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

Nays: None.

J. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – CHANGE ORDER

The Board analyzed Change Order No. 1 for Phase II from Lambrian dated April 23, 2014 in the total sum of \$6,502.50 for changes to work on cooktops, vanities and ceilings, with an approval of the Change Order, the total contract for Phase II of the accessibility improvements will be \$1,081,280.24.

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 Change Order No. 1 from Lambrian in the sum of \$6,502.50 for Phase II of the accessibility improvements.

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

Nays: None.

K. LAMBRIAN – INVOICE

An invoice dated April 24, 2014 from Lambrian for Phase II of the accessibility improvements at 630 Salem Street in the sum of \$249,114.73 was studied 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 approve and authorize payment to Lambrian in the sum of \$249,114.73 for Phase II of the accessibility improvements.

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

Nays: None.

L. NORTHEAST ELECTRICAL DISTRIBUTORS ("NED") – INVOICES (2)

The Board considered two (2) invoices dated April 18, 2014 from NED for light-emitting diode (LED) conversion lighting at the Newland Street development in the sums of \$20,719.80 and \$844.14. It was noted the conversion is 95% complete.

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 payment to NED in the total sum of \$21,563.94 for LED conversion lighting at the Newland Street development.

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

Nays: None.

M. AUTOMATIC DOOR SYSTEMS, INC. – INVOICE

An invoice dated April 23, 2014 from Automatic Door Systems, Inc. for door replacement work at 630 Salem Street and 120 Mountain Avenue in the sum of \$14,070 was reviewed 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 approve and authorize payment to Automatic Door Systems, Inc. in the sum of \$14,070 for door replacement work at 630 Salem Street and 120 Mountain Avenue.

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

Nays: None.

N. CBI CONSULTING INC. ("CBI") – INVOICES (3)

The Board perused an invoice (No. 21646) dated April 21, 2014 from CBI for Forestdale balcony repairs in the sum of \$2,225. The Executive Director reminded the Board the invoice will be submitted to DHCD for payment.

Two (2) additional invoices dated April 21, 2014 from CBI for accessibility construction administration at 630 Salem Street (Inv. No. 21670) in the sum of \$22,696.38 and schematic design in the sum of \$6,650 at 275 Newland Street (Inv. No. 21669) were analyzed 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 payment to CBI in the sum of \$2,225 for Forestdale to be submitted to DHCD for payment and approve and authorize payment of \$29,346.38 for construction administration and schematic design at 630 Salem Street and 275 Newland Street.

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

Nays: None.

O. S. I. SERVICES INC. ("SI") – CHANGE ORDERS (2) AND INVOICE

Two (2) Change Orders from SI for the Clement Street roof replacement project were considered by the Board. Change Order No.1 was for removal of rotted wood around window trims and replacement of the same in the sum of \$14,353.21. Change Order No. 2 was for additional removal of rotted frame work, sheathing and trim from the window tops of the mansard roof plus additional materials in the sum of \$17,893.37.

The Board also perused an invoice dated May 5, 2014 requesting payment in the sum of \$33,820 for work completed to date for the Clement Street roof replacement.

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 Change Orders No's.1 and 2 to SI Services scope of work for a total increase of \$32,246.58 for additional work at Clement Street.

To approve and authorize payment in the sum of \$33,820 to SI Services for roof replacement work at Clement Street.

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

Nays: None.

P. DIAMOND RELOCATION, INC., MOVING SERVICES – RFP

Ed Fahey presented a memorandum dated May 12, 2014 with one bid in response to RFP for donated office furniture. The only bid submitted was from Diamond Relocation, Inc. in the sum of \$6,380. Mr. Fahey recommended Diamond Relocation, Inc. as the most responsive and responsible bidder in the sum of \$6,380.

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 award to Diamond Relocation as the most responsive and responsible bidder and authorize the Executive Director to award the contract to Diamond Relocation, Inc. in the sum of \$6,380 for moving donated office furniture.

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

Nays: None.

Q. ODYSSEY ADVISORS – ACTUARIAL CONSULTING SERVICES

A memorandum from Edward Fahey dated May 8, 2014 regarding General Accounting Standards Board ("GASB") and actuarial consulting fees with Odyssey Advisors were discussed

with the Board. Odyssey Advisors was the sole respondent to the RFP for actuarial consulting services.

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 the award of actuarial consulting services to Odyssey Advisors as the sole, responsive and responsible bidder with two staggered three-year contract cycles, FY 2014 thru FY 2016 and FY 2017 thru FY 2019.

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

Nays: None.

R. SIEMENS INDUSTRY, INC. ("SIEMENS") – INVOICE

An invoice dated April 30, 2014 from Siemens for work under the energy performance contract in the sum of \$534,473.02 was examined 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 authorize and approve payment of the invoice from Siemens in the sum of \$534,473.02 for energy performance contracting services.

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

Nays: None.

S. MHA CREDIT CARD PROPOSAL

The Executive Director discussed the need for a credit card which would have a limited number of signers and presented proposals from East Boston Savings bank, Century Bank, Citizens Bank and Eastern Bank.

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

VOTED: To table for further information and discussion.

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

Nays: None.

T. EXTERIOR REPAIRS TO 557 PLEASANT STREET - RFP

Ed Fahey presented a memorandum dated May 8, 2014 with a bid proposal for exterior repairs to 557 Pleasant Street from Lambrian in the sum of \$823,000.

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

VOTED: To award the bid for exterior repairs to 557 Pleasant Street to Lambrian as the responsive and responsible bidder and approve and authorize the Executive Director to contract with Lambrian for the sum of \$823,000.

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

Nays: None.

4. CHARITABLE REQUESTS

None.

5. CORRESPONDENCE AND NEWSLETTERS

A. RESIGNATIONS (2)

The Executive Director accepted resignations from Margaret Roberts and Jacob Barrows. Margaret Roberts has worked with MHA for many years and it was suggested to expend the sum of no more than \$100 for a gift in appreciation for her services at MHA.

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 expenditure of up to \$100 for a gift of appreciation to Margaret Roberts.

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

Nays: None.

B. NEWSLETTERS

The Board received the following:

- The Bread of Life Spring Newsletter and Annual Golf Tournament;
- Thank you from Steven R. Ultrino, Ward 2 Associates for \$50 donation; and
- Thank you from Housing Families Inc. for backpack drive donation of \$50.

C. FRONT OFFICE STAFF TRAINING

The Board received a registration notice from the Massachusetts Public Housing Administrator Program for Front Office Staff Training presented by the Law Offices of Driscoll & Driscoll with three dates in June.

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 all applicable staff to attend Front Office Staff Training at \$125 for each registrant.

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

Nays: None.

6. 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 12:00 PM


George Bayers, Secretary