

VOTED: **Resolution No. 2013-12** That the proposed operating budget for MHA's State-Aided Housing Program Number 689-C for the Fiscal year ending September 30, 2013 showing a total revenue of \$55,150 and total expenses of \$55,150 thereby requesting a subsidy of \$-0- be submitted to DHCD for its review and approval.

Ayes: Barbara A. Purcell, 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 Frank M. Molis, it was unanimously

VOTED: **Resolution No. 2013-13** That the proposed operating budget for MHA's State-Aided Housing Program - Massachusetts Rental Voucher Program ("MRVP") for the Fiscal year ending September 30, 2013 showing a total revenue of \$3,420 and total expenses of \$59,250 thereby requesting a subsidy of \$55,830 be submitted to DHCD for its review and approval.

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

Nays: None.

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

VOTED: **Resolution No. 2013-14** To approve and authorize the certification of the Contract of Employment dated November 22, 2011 for the Executive Director of MHA to be submitted to DHCD.

Ayes: Barbara A. Purcell, 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 Francis C. Boudrow, it was unanimously

VOTED: **Resolution No. 2013-15** To approve and authorize the certification of the Schedule of Positions and Compensation Form to be submitted to DHCD.

Ayes: Barbara A. Purcell, 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: **Resolution No. 2013-16** To approve and authorize the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and submission to DHCD.

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

Nays: None.

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

George N. Bayers left the meeting due to illness.

2. APPROVAL OF MINUTES – OCTOBER 22, 2013

The minutes of October 22, 2013 were not yet reviewed by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To table the approval of the October 22, 2013 minutes for further action.

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

Nays: None.

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

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

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

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

Nays: None.

4. FINANCIAL MATTERS

A. LAMBRIAN CONSTRUCTION CORPORATION (“LAMBRIAN”) – INVOICE

The Board reviewed an invoice dated October 29, 2013 in the sum of \$217,543.35 for accessibility improvements at MHA developments.

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 payment to Lambrian in the sum of \$217,543.35 for accessibility improvements.

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

Nays: None.

B. MALDEN YMCA ("YMCA") – INVOICE

An invoice dated September 1, 2013 from the YMCA for transportation in the sum of \$2,082.30 was studied by the Board.

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

VOTED: To authorize and approve payment to the Malden YMCA in the sum of \$2,082.30 for transportation.

Ayes: Barbara A. Purcell and Francis C. Boudrow.

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

C. MOUNTAIN AVENUE ROOF DESIGN – REQUEST FOR PROPOSAL ("RFP")

The Board scrutinized a memo from Edward Fahey, Director of Modernization and Procurement, on the Mountain Avenue Roof Design RFP recommending that Garofalo Design Associates be awarded the contract in the sum of \$20,750 as the most responsive and responsible bidder.

The following provided responses to the RFP:

Arnold Jacobson Associates, Woburn, MA	\$18,800
CSS Architects Inc.	17,500
CBI Consulting, Inc.	22,000
Russo-Barr Associates	32,400
Garofalo Design Associates, Inc.	20,750

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve the award the Mountain Avenue roof design work to Garofalo Design Associates, Inc. in the sum of \$20,750 as the most responsive and responsible bidder.

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

Nays: None.

D. CBI CONSULTING INC ("CBI") – INVOICE

An invoice dated October 23, 2013 from CBI in the sum of \$465.50 for engineering services at 120 Mountain Avenue was examined 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 authorize and approve payment to CBI in the sum of \$465.50 for engineering services at 120 Mountain Avenue.

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

Nays: None.

E. DIANE COHEN – INVOICE

The Board perused an invoice from Diane Cohen dated November 3, 2013 in the sum of \$1,100 for consulting services, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve payment to Diane Cohen in the sum of \$1,100 for consulting services.

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

Nays: None.

F. MALDEN POLICE DEPARTMENT – INVOICES (2)

An invoice dated October 28, 2013 in the sum \$2,820 (Inv. No. 8491) and an invoice dated November 1, 2013 in the sum of \$564 (Inv. No. 8534) was considered by the Board. The details were for the Newland Street development.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve payment in the total sum of \$3,384 to the Malden Police Department for details at the Newland Street development.

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

Nays: None.

G. GAS CONTRACT

The Executive Director explained that there was a unique window recently for obtaining gas for MHA at a low price. Direct Energy has committed to providing gas at \$5.49 per dekatherm.

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

VOTED: To authorize, approve and confirm the contract with Direct Energy for the provision of gas.

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

Nays: None.

H. SULLIVAN GROUP INSURANCE AND RISK MANAGEMENT SERVICES ("SULLIVAN GROUP")

The Board reviewed an email and invoices with a number of debits and credits for changes in insurance coverage for various MHA motor vehicles resulting in an additional insurance premium of \$1,211.

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 payment to Sullivan Group in the sum of \$1,211 motor vehicle insurance coverage.

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

Nays: None.

I. MASSEVELOPMENT BOND

The Executive Director explained to the Board that the first debt service payment on the MassDevelopment Bond is due and owing. However, the energy performance improvements are commencing, but have not been implemented. The Central Office Cost Center ("COCC") would need to pay the debt service for the immediate future until energy savings were realized which would then be used to pay the debt service. It is anticipated that COCC would be reimbursed as the amount of energy savings increase to the point of exceeding the monthly debt service requirements.

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

VOTED: To authorize and approve the payment as necessary from COCC of debt service on the MassDevelopment Bond without obtaining a Form W-9 which will be forwarded by December 31, 2013

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

Nays: None.

5. CHARITABLE REQUESTS

A. DECEASED FORMER EMPLOYEES AND RELATIVES OF CURRENT EMPLOYEES

The Executive Director and Board discussed the previous vote regarding condolences to the family of deceased employees or employees who had close family relatives die. It was established that a donation will be made to the charity designated by the family or, if none, to a local charity. MHA will contribute \$50 in condolence for immediate family members of employees and \$100 for former MHA employees.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve condolence payments to charities of \$50 for immediate relatives of current employees and \$100 for former employees.

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

Nays: None.

B. TRIANGLE

The Board considered a solicitation from the Triangle.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To authorize and approve a \$50 contribution to Triangle.

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

Nays: None.

C. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC.

A solicitation from the Malden Neighborhood Basketball League, Inc. was perused by the Board.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

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

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

Nays: None.

6. OPEN DISCUSSION

A. HOLIDAY SCHEDULE

The Board discussed at some length the holiday schedule for MHA employees while reviewing the City of Malden's holiday schedule, as well as MHA schedule in prior years.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Frank M. Molis, it was unanimously

VOTED: To authorize and approve a paid one-half day for shopping for MHA employees beginning the Friday after Thanksgiving until December 31, 2013, subject to supervisory approval.

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

Nays: None.

ADJOURNMENT

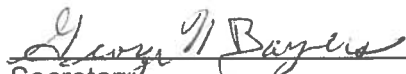
After due discussion and upon motion duly made by Frank M. Molis and seconded by Francis C. Boudrow, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:45 PM


Secretary