

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 18, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS Frank M. Molis, Chairperson, George N. Bayers, Francis C.
PRESENT: 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 – OCTOBER 28, 2014 AND NOVEMBER 4, 2014

The minutes of October 28, 2014 and November 4, 2014 were reviewed by the Board and 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 the minutes of October 28, 2014 and
 November 4, 2014, 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 Barbara A. Purcell and seconded by Joan M. Chiasson 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. LEAD PAINT CERTIFICATE – RESOLUTION NO. 2014-07

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws for consideration by the Board which certifies that MHA's compliance with Federal and State lead paint laws.

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

RESOLVED AND VOTED: **Resolution No. 2014-07** To certify and authorize the Commissioners and Executive Director to execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws and submit as follows:

1. Environmental Protection Agency ("EPA") regulations at 40 CFR 745 Subpart F "*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,*"
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725
3. EPA regulations at 40 CFR 745 Subpart E "*Residential Property Renovation,*" and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00

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

Nays: None.

B. CERTIFICATION OF STATE FINANCIAL STATEMENTS – RESOLUTION NO'S 2014-08, 2014-09 AND 2014-10

The Executive Director informed the Board of the need to approve and certify the year-end financial statements for the State housing programs.

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

RESOLVED AND VOTED: **Resolution No. 2014-08** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA's State-Aided Housing Program Number 400-1 for the fiscal year ending September 30, 2014, including Form 051, are true, correct and complete to the best of their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to the Massachusetts Department of Housing and Community Development ("DHCD").

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

Nays: None.

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

RESOLVED AND VOTED: **Resolution No. 2014-09** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA's State-Aided Housing Program Number 689-C for the fiscal year ending September 30, 2014, including Form 051, are true, correct and complete to the best of their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to DHCD.

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

Nays: None.

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

RESOLVED AND VOTED: **Resolution No. 2014-10** To certify and authorize the Commissioners and Executive Director to execute the year-end financial statements for MHA's State-Aided Housing Program - Massachusetts Rental Voucher Program ("MRVP") for year-end financial statements for the fiscal year ending September 30, 2014, including Form 051, are true, correct and complete to the best of their knowledge and that the statements fairly and accurately represent the financial condition of the developments and the MHA for this period and submit to DHCD.

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

Nays: None.

C. EXECUTIVE DIRECTOR SALARY CERTIFICATION -- RESOLUTION NO. 2014-11

The Salary Certification for the Executive Director was examined by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2014-11** To certify and authorize the Commissioners and Executive Director to execute the salary certification for the Executive Director of MHA and that the attached contract is a true and accurate copy fully reflecting the total compensation for the Executive Director of \$149,169 and submit to DHCD.

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

Nays: None.

D. SCHEDULE OF POSITIONS AND COMPENSATION FORM – RESOLUTION NO. 2014-12

The Schedule of Positions and Compensation Form for the top five salaries of MHA staff for FY 2015 was analyzed by the Board.

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

RESOLVED AND VOTED: **Resolution No. 2014-12** To approve the Schedule of Positions and Compensation Form for the top five salaries of MHA staff for FY 2015 and authorize the Executive Director to submit the same to DHCD.

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

Nays: None.

E. SECURITY SERVICE AGREEMENTS – BCM CONTROLS

Edward F. Fahey, Procurement & Modernization Director presented the 2015 Security Service Agreements for 557 Pleasant Street (\$13,975) and 275 Newland Street (\$5,104) from BCM Controls Corporation which renews the maintenance agreement for the fob key system and security cameras.

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 the 2015 Security Service Agreements 557 Pleasant Street (\$13,975) and 275 Newland Street (\$5,104) from BCM Controls Corporation and direct the Executive Director to execute.

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

Nays: None.

F. SPRINGDALE – DHCD AWARD FOR ELECTRICAL UPGRADE

The Executive Director presented an award dated November 3, 2014 from DHCD for electrical upgrades at the Springdale development with a construction budget of \$63,000 and design fee of \$11,025.

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

VOTED: To approve the award and authorize the Executive Director to execute necessary documentation for electrical upgrades at Springdale with a construction budget of \$63,000 and design fee of \$11,025.

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

Nays: None.

G. COMMERCIAL CONSTRUCTION CORP. – CHANGE ORDER

A change order dated November 17, 2014 from Commercial Construction Corp. for masonry-site work/concrete repairs at Bryant Street in the sum of \$1,541 was submitted to the Board. It was noted that an additional change order of approximately \$4,000 is expected, with total change order work not to exceed \$6,000.

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 change orders with Commercial Construction Corp. not to exceed \$6,000 for masonry-site work/concrete repairs at Bryant Street.

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

Nays: None.

H. FORESTDALE – DHCD ENERGY SAVINGS AWARD

A letter dated October 31, 2014 awarding the sum of \$25,000 from DHCD to fund a study of the needs for potential siding, window and door replacements for energy savings at the Forestdale development was perused to 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 the Executive Director to accept the DHCD award of \$25,000 and execute the necessary documents to contract for the study.

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

Nays: None.

I. SIEMENS INDUSTRY, INC. ("SIEMENS") – CHANGE ORDER NO. 1

Change Order No. 1 from Siemens dated November 12, 2014 for the Energy Performance Contract ("EPC") requesting an extension for completion to September 30, 2015 was reviewed by the Board. An email from Richard Carroll of Siemens accompanied the Change Order with itemization of a total cost reduction of \$299,000.

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 Change Order No. 1 from Siemens extending the completion date to September 30, 2015 together with cost reductions of \$299,000.

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

Nays: None.

J. ENLIGHTENED ENERGY CONSULTANTS ("EEC") – INVOICE AND CHANGE ORDER

The Board considered an invoice dated November 14, 2014 from EEC in the sum of \$19,110.88 under the EPC for consulting services at Newland Street and a change order extending the date of completion to March 31, 2017 and adding \$20,000 worth of services for a total revised contract of \$83,327.74.

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 EEC in the sum of \$19,110.88 and the change order extending the date of completion to March 31, 2017 together with \$20,000 in additional services.

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

Nays: None.

K. L & H CONSTRUCTION, INC. ("L&H ") – INVOICES (2) AND SUBSTANTIAL COMPLETION

The Board considered two (2) invoices dated November 7, 2014 from L&H requesting payment in the sum of \$492,463 and \$28,745 for the concrete deck repairs at Forestdale which are reimbursed by DHCD with a Certificate of Substantial Completion dated November 4, 2014.

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 sums of \$492,463 and \$28,745 for concrete deck repairs at Forestdale and submit the same to DHCD for reimbursement.

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

Nays: None.

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 accept the Certificate of Completion from L&H.

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

Nays: None.

L. TARGET CONSTRUCTION, LLC ("TARGET") – CHANGE ORDER

A change order dated November 5, 2014 from Target increasing the total contract by \$31,823.05 for site-repair work at various State developments was analyzed by the Board.

The original contract approved by DHCD was in the total sum of \$189,023 and the Change Order increases the contract by an additional \$31,823.05.

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 the change order from Target increasing the total contract by \$31,823.05 for site-repair work and submit the same to DHCD for reimbursement.

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

Nays: None.

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

The Board perused an invoice dated November 10, 2014 for resident service coordinator services for the month of October 2014 in the sum of \$12,508.02 from MVES.

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 MVES in the sum of \$12,508.02 for resident service coordinators.

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

Nays: None.

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

An invoice dated October 31, 2014 from Urban Air for the monthly information technology services in the sum of \$2,100 was studied 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 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.

O. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board scrutinized the following invoices from the Malden Police Department for police details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/03/2014	10309	\$ 752
11/14/2014	10355	188
11/14/2014	10381	752
	Total	<u>\$ 1,692</u>

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 the Malden Police Department in the total sum of \$1,692.

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

Nays: None.

P. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – INVOICE

An invoice dated November 5, 2014 from Lambrian for exterior insulation and finishing system ("EIFS") work at 557 Pleasant Street in the sum of \$330,482.74 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 Lambrian in the sum of \$330,482.74 for EIFS work at 557 Pleasant Street.

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

Nays: None.

Q. MALDEN CONTRIBUTORY RETIREMENT SYSTEM ("MALDEN RETIREMENT") – LETTER

The Board considered a letter dated October 28, 2014 from Malden Retirement transmitting the Massachusetts Public Employee Retirement Administration Commission ("PERAC") calculation of MHA's FY 2016 contribution to retirement of \$1,185,511.

No further action was necessary at this time.

R. LIBERTY POWER – ELECTRICITY CONTRACT

A one year contract from Liberty Power for the supply of electricity to MHA properties was perused by the Board. The contract is for the time period of November 1, 2014 thru October 31, 2015 at a fixed rate of \$0.12615.

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

VOTED: To confirm and approve the details of the contract and authorize the Executive Director to execute the contract for MHA electricity for the time period of November 1, 2014 thru October 31, 2015 at a fixed rate of \$0.12615.

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

Nays: None.

4. POLICIES

A. CREDIT CARD POLICY

The Board reviewed the policy on use of MHA issued credit cards which has been discussed at prior meetings.

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 adopt the policy on use of MHA issued credit cards.

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

Nays: None.

5. **CHARITABLE REQUESTS**

A. **MALDEN LIBRARY FUNDRAISER**

The Executive Director and Board discussed the upcoming Library Trivia.

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

VOTED: To reaffirm the vote of September 23, 2014 and approve and authorize the purchase ten (10) tickets to the Malden Library Trivia fundraiser at a cost of \$35/each for a total sum of \$350.00.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

Abstain: Frank M. Molis and Joan M. Chiasson

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD")**

An email regarding the HUD Real Estate Assessment Center ("REAC") Housing Quality Standard quality assurance review was distributed to the Board for informational purposes only.

No further action was necessary at this time.

B. **MISCELLANEOUS**

Miscellaneous correspondence was transmitted to the board for information purposes only as follows:

- NAHRO Monitor
- Neighborhood Meeting Notice (Fellsmere Housing Group)

7. **OPEN DISCUSSION**

None

ADJOURNMENT

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by Barbara A. Purcell, 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 6:20 PM


Francis C. Boudrow, Secretary