

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 24, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: George N. Bayers Chairperson, Francis C. Boudrow, Joan M. Chiasson (tardy) and Frank M. Molis

COMMISSIONERS

ABSENT: Mark A. Lawhorne

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF OCTOBER 27, 2015 AND NOVEMBER 10, 2015

The minutes of October 27, 2015 and November 10, 2015 were presented to 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 the minutes of October 27, 2015 and November 10, 2015 as submitted.

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

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

An invoice dated November 11, 2015 from Siemens in the sum of \$701,415.64 for services and materials under the Energy Performance Contract ("EPC") which will be paid from the bond issue 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 Siemens in the sum of \$701,415.64 for the EPC project.

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

Nays: None.

B. JUPITER ELECTRIC, INC. ("JUPITER"). – CERTIFICATE OF FINAL COMPLETION AND INVOICE

A Certificate of Final Completion for the period ending October 31, 2015 for ground fault circuit interrupter ("GFCI") and loadcenter improvements at Springdale by Jupiter was reviewed by the Board with a final invoice in the sum of \$8,607.46. The Executive Director reminded the Board the invoice will be sent to the Massachusetts Department of Housing and Community Development ("DHCD") for reimbursement.

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

VOTED: To accept the Certificate of Final Completion and approve the final invoice for improvements at Springdale by Jupiter in the sum of \$8,607.46 and submit the same to DHCD for reimbursement.

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

Nays: None.

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

The Board considered an invoice dated October 30, 2015 from CBI for engineering and consulting on construction documents in the sum of \$48,448 for the Newland Street accessibility project.

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

VOTED: To approve and authorize payment to CBI in the sum of \$48,448 for engineering and consulting on construction documents for the Newland Street accessibility project.

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

Nays: None.

D. ALLEN & MAJOR ASSOCIATES, INC. – INVOICE

An invoice dated November 6, 2015 from Allen & Major Associates, Inc. in the sum of \$420 for engineering services for sanitary and storm line repairs at Forestdale 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 Allen & Major Associates, Inc. in the sum of \$420 for sanitary and storm line repairs at Forestdale and submit the same to DHCD for reimbursement.

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board studied three (3) 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>
11/10/15	12277	\$ 564.00
11/16/15	12310	<u>376.00</u>
11/20/15	12390	<u>442.82</u>
	TOTAL	<u>\$1,382.82</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 \$1,382.82.

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

Nays: None.

F. ODYSSEY ADVISORS, INC. (“ODYSSEY”) – INVOICE

An invoice dated November 18, 2015 from Odyssey for preparation of the actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2015 in accordance with Governmental Accounting Standard Board (“GASB”) statement in the sum of \$1,500 was perused 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 Odyssey in the sum of \$1,500 from the COCC for actuarial valuation of MHA postemployment benefits plan for fiscal year ending September 30, 2015.

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

Nays: None.

G. YMCA – INVOICES (3)

The Board considered three (3) invoices from the YMCA for the Newland Street After School Program as follows:

<u>Dated</u>	<u>Amount</u>
05/31/15	\$ 2,473.47
07/30/15	3,934.01
10/31/15	<u>2,082.09</u>
TOTAL	<u>\$8,489.57</u>

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

VOTED: To approved and authorize payment to the YMCA in the total amounts of \$8,489.57 for the Newland Street After School Program.

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

Abstain: Frank M. Molis.

Nays: None.

Joan M. Chiasson joined the meeting.

H. CAPITAL FUND PROGRAM

The Board analyzed revisions to the Capital Fund Program funded by the U.S. Department of Housing and Urban Development ("HUD") for Fiscal Year 2014 to fund the accessibility project at Newland Street. The Fiscal Year 2016 Capital Fund Program was also revised for an allocation for the 630 Salem Street balcony repairs and water infiltration.

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

VOTED: To approve and authorize revisions to the Capital Fund Program Annual Statement for Fiscal Years 2014 and 2015 as detailed above and submit approval of the same to HUD.

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

Nays: None.

I. DHCD – PUBLIC HOUSING NOTICE

The Board was presented with a Public Housing Notice 2015-30 from DHCD for the renewal of property, crime and boiler and machinery insurance at the rate of \$102 per unit thru November 17, 2016 with Sullivan Group.

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

VOTED: To approve and authorize payment to Sullivan Group for state housing insurance for a total sum of \$19,482 based on 191 units at \$102 per unit.

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

Nays: None.

J. GUYDER HURLEY, CPA

A two (2) year extension of the contract with Guyder Hurley, CPA was discussed for Certified Public Accountant services ending September 30, 2016.

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 a two (2) year extension for Certified Public Accountant services with Guyder Hurley, ending September 30, 2016, including state audit requirements.

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

Nays: None.

4. POLICIES

None.

5. CHARITABLE REQUESTS

A. THE ROTARY CLUB OF MALDEN CHARITY, INC. (“ROTARY”)

A solicitation from the Rotary for Kaleidoscope Children’s Theatre “Cinderella’s Christmas” was considered 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 approve and authorize a \$100 contribution to the Rotary from the COCC for the Kaleidoscope Children's Theatre.

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

Nays: None.

6. CORRESPONDENCE AND NEWSLETTERS

The Board received the following correspondence and newsletters:

- Triangle
- Housing Families Inc.
- PHADA's Commissioners' Conference

7. OPEN DISCUSSION

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

Nays: None.

Adjourned at 5:20 PM


Joan M. Chiasson, Secretary