

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 26, 2013 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONER Francis C. Boudrow
ABSENT:

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

1. APPROVAL OF MINUTES – OCTOBER 22, 2013 AND NOVEMBER 12, 2013

The regular minutes of October 22, 2013 and November 12, 2013 were 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 approve the minutes of October 22, 2013 and November 12, 2013 as submitted.

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

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

The Board analyzed Change Order No. 3 from Lambrian in the total sum of \$15,342.22 for accessibility work at 630 Salem Street. The Change Order consists of miscellaneous work in various units to better accomplish the improvements and brings the total contract sum to \$1,035,231.11

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 Change Order No. 3 from Lambrian in the sum of \$15,342.22 for accessibility improvements.

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

Nays: None.

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

The Board considered an invoice from CBI dated November 14, 2013 in the sum of \$6,540 for engineering and consulting services for Forestdale balcony repairs.

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 CBI in the sum of \$6,540 for engineering and consulting services.

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

Nays: None.

C. CBI – INVOICE

An invoice dated November 19, 2013 from CBI in the sum of \$4,322.50 for engineering and consulting work at 120 Mountain Avenue 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 authorize and approve payment to CBI in the sum of \$4,322.50 for engineering services.

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

Nays: None.

D. ROCA, INC. ("ROCA") – INVOICE

The Board scrutinized an invoice from Roca dated November 11, 2013 in the sum of \$2,127.84, but questions arose regarding potential duplicative charges.

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

VOTED: To table payment of invoice for further review.

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

Nays: None.

E. MYSTIC VALLEY ELDER SERVICES, INC. ("MVES") – INVOICES (4)

The Board reviewed two (2) invoices dated October 4, 2013 for resident service coordinators at various developments for September 2013. The first invoice was for the Resident Opportunities Self-Sufficiency ("ROSS") grant in the sum of \$2,833.33 and the second invoice was in the sum of \$7,743.62.

Also, two (2) additional invoices dated November 12, 2013 for resident service coordinators at various developments for October 2013 were considered by the Board. The first invoice was for the ROSS grant in the sum of \$2,833.33 and the second invoice was in the sum of \$15,247.58.

The Board discussed an issue with the difference in amounts between the September billing and the October billing.

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

VOTED: To table payment of the four (4) invoices to MVES for further review.

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

Nays: None.

F. GAFFNY GROUP ('GAFFNY') – INVOICE

The Board studied an undated invoice for services in October 2013 for consulting services on security and lighting in the sum of \$900.

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 in the sum of \$900 to Gaffny for consulting services relating to security and lighting.

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

Nays: None.

G. GAFFNY – INVOICE

An undated invoice for consulting services for October 2013 on water sealing study at 557 Pleasant Street in the sum of \$8,760.95 was perused by the Board. The invoice bills for

direct costs, including laboratory and window testing.

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

VOTED: To approve and authorize payment in the sum of \$8,760.95 to Gaffny for consulting services and direct costs associated with the water sealing study at 557 Pleasant Street.

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

Nays: None.

H. ELEVATOR MAINTENANCE – REQUEST FOR PROPOSALS (“RFP”)

The Board studied a memo from Edward Fahey, Director of Modernization and Procurement, dated November 13, 2013 itemizing bids for an elevator maintenance service contract for one (1) year at the four (4) MHA developments with elevators as follows:

Motion Elevator Corporation	\$12,000
ThyssenKrupp Elevator Corporation	49,176
Eagle Elevator Company, Inc.	53,240
BBE Corporation, Buckley Elevator	78,000

Ed Fahey noted that Motion Elevator Corporation had insufficient staffing and had only been in business for two years and, therefore, was not a responsible bidder. ThyssenKrupp Elevator Corporation, the current elevator maintenance contractor, was recommended as the most responsive and responsible bidder in the sum of \$49,176 for a one year contract with an option in MHA to extend for up to four (4) one-year extensions.

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

VOTED: To approve and authorize the Executive Director to award the elevator maintenance contract to ThyssenKrupp Elevator Corporation for one year in the sum of \$49,176 with MHA's option to extend for four (4) additional one-year terms.

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

Nays: None.

I. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board reviewed an invoice dated November 18, 2013 in the sum of \$282 (#8587) and an invoice dated November 25, 2013 in the sum of \$3,572 (#8646) for police details at 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 \$3,854 to the Malden Police Department for details at the Newland Street development.

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

Nays: None.

J. URBAN AIR – INVOICE

An invoice dated November 22, 2013 from Urban Air for information technology ("IT") consultant services in the sum of \$2,100 was perused by the Board.

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

VOTED: To authorize and approve payment to Urban Air in the sum of \$2,100 for IT services.

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

Nays: None.

K. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE

The Board studied an invoice from SG Risk dated November 1, 2013 in the sum of \$531.25 for insurance consulting services.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$531.25 for insurance consulting services.

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

Nays: None.

L. NAN MCKAY ASSOCIATES, INC. ("NAN MCKAY") – INVOICE

An invoice dated November 21, 2013 in the sum of \$3,000 for an annual subscription to Nan McKay providing rental information to assist in preparing rent reasonableness calculations was considered by the Board. The subscription runs from February 1, 2014 thru January 31, 2015.

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 Nan MacKay in the sum of \$3,000.

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

Nays: None.

M. BCM CONTROLS CORPORATION ("BCM") – CONTRACTS (2)

Two (2) contracts with BCM for annual security services for 2014 at 557 Pleasant Street in the sum of \$13,746 and the Newland Street development in the sum of \$4,955 was examined 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 authorize and approve the 2014 security maintenance contract with BCM for 557 Pleasant Street in the sum of \$13,746 and the Newland Street development in the sum of \$4,955

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

Nays: None.

4. CHARITABLE REQUESTS

A. EXPRESSIONS OF APPRECIATION

The Board received two (2) expressions of appreciation from the Friends of Oak Grove, Inc. and the family of Rosalie M. Fennelly.

No further action was necessary at this time.

5. CORRESPONDENCE AND NEWSLETTERS

The Board received bank statements from the Tenants' Association at Newland Street, Linden and 630 Salem Streets for their information.

No further action was necessary at this time.

6. OPEN DISCUSSION

A. MAPLEWOOD STREET PARKING LOT

The Executive Director explained with the construction at 630 Salem Street that employees were having a difficult time finding a parking space. With the oncoming winter

months the Executive Director suggested leasing eight (8) parking spaces, on an as needed basis, from the Malden Redevelopment Authority at the Maplewood Street parking lot.

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 renting of eight (8) parking spaces, on an as needed basis, from the Malden Redevelopment Authority at the Maplewood Street parking lot.

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

Nays: None.

B. EMPLOYEE HOLIDAY LUNCH

Deborah Lungo, Executive Assistant to the Executive Director, presented to the Board her findings on a restaurant to host MHA's Holiday lunch on December 17, 2013 at 12:00 PM. The Board decided the MHA's Holiday lunch would be at Sun Kong and authorize the expenditure of up to \$2,000 for the lunch.

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 expenditure of up to the sum of \$2,000 at Sun Kong for the MHA employee and Commissioner's Holiday lunch.

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

Nays: None.

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:25 PM


Secretary