

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 7, 2017 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

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

**1. APPROVAL OF MINUTES OF OCTOBER 24, 2017**

The minutes of the meeting of October 24, 2017 was presented to the Board and after due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To approve the minutes of October 24, 2017 as submitted.

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

Nays: None

**2. APPROVAL OF BILLS AND SIGNING OF CHECKS**

There were no bills or signing of checks.

No further action was necessary.

**3. FINANCIAL MATTERS**

**A. CLEMENT STREET SPECIAL NEEDS DEVELOPMENT – CONTRACT**

The Board scrutinized the Massachusetts Department of Housing and Community Development ("DHCD") Owner-Contractor Agreement with NELCO for the Clement Street rehabilitation project in the sum of \$3,086,105.

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

VOTED: To approve NELCO as selected bidder and authorize the Executive Director to contract with the Company for the Clement Street HILAPP project in the sum of \$3,086,105, and submit such contract to DHCD.

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

Nays: None

**B. THE ADVOCATE NEWSPAPERS, INC. ("ADVOCATE") – INVOICE**

An invoice dated October 27, 2017 in the sum of \$540 for an advertisement in the Advocate of the bid for balcony and exterior repairs at 630 Salem Street was considered 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 the Advocate in the sum of \$540 for advertisement of the bid for balcony and exterior repairs at 630 Salem Street to be paid either by the AMP or from the CFP.

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

Nays: None

**C. MALDEN POLICE DEPARTMENT – INVOICES (6)**

The Board analyzed six (6) invoices from the Malden Police Department for police details at Salem Street and Mountain Avenue were analyzed as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/20/17	16864	\$740.40
10/25/17	16918	246.80
10/26/17	16928	246.80
10/27/17	16938	246.80
10/30/17	16952	555.30
11/02/17	16974	<u>246.80</u>
	TOTAL	<u>\$2,282.90</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 \$2,282.90 for 6 invoices for detail patrol coverage.

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

Nays: None

**D. THYSSENKRUPP – CHANGE ORDERS**

Change Order No. 2 dated October 27, 2017 from Thyssenkrupp for 630 Salem Street increasing the contract amount by \$54,382 for door operators and door equipment was studied by the Board.

The Board also perused Deductive Change Order No. 3 from Thyssenkrupp for the cancelled demolition of a partition wall between two hoist ways at 120 Mountain Avenue in the credit sum of \$9,338.

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 Change Order No. 2 from Thyssenkrupp for 630 Salem Street increasing the contract amount by \$54,382 for door operators and door equipment to be paid from the Capital Fund.

To approve and authorize Change Order No. 3 from Thyssenkrupp in the credit sum of \$9,338 for the cancelled demolition of a partition wall between two hoist ways at 120 Mountain Avenue.

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

Nays: None

**E. CBI CONSULTING INC. (“CBI”) – INVOICE**

The Board examined an invoice dated October 30, 2017 from CBI for construction documents and bidding assistance in the sum of \$2,130 for the exterior building envelope of 630 Salem Street.

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 payment to CBI in the sum of \$2,130 for construction consulting for the exterior building envelope at 630 Salem Street, to be paid from the Capital Fund.

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

Nays: None

**F. SG RISK MANAGEMENT CONSULTING (“SG RISK”) – INVOICE**

An invoice dated November 2, 2017 from SG Risk in the sum of \$680 for insurance consulting services was scrutinized by the Board.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$680 for insurance consulting services to be paid from COCC funds.

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

Nays: None

**G. MALDEN REDEVELOPMENT AUTHORITY (“MRA”) – INVOICE**

The Board reviewed an invoice dated November 6, 2017 in the sum of \$3,500 from the MRA for completion of the Environmental Review Record for the period January 2017 through July 2017.

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 payment to the MRA in the sum of \$3,500 for completion of the Environmental Review Record for CFP 2017 – 2021 to be paid from COCC funds.

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

Nays: None

**H. RICOH USA, INC. (“RICOH”) – RENEWAL NOTICE**

A renewal notice dated October 30, 2017 from RICOH for the support of Nuance-Autostore software 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 the Executive Director to complete the renewal forms with RICOH for the support of Nuance-Autostore software, to be paid from the COCC and/or the AMPS, as determined by MHA’s Finance Director.

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

Nays: None

4. **POLICIES**

A. **MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT ("DHCD") - PUBLIC HOUSING NOTICE 2017-24**

The Board received Public Housing Notice 2017-24 dated October 20, 2017 from DHCD requiring all local housing authorities to participate in the wage match program for State housing tenants.

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

VOTED: To approve the participation in the wage match program and the MHA's Policy and form documentation for same, and to further authorize the Chairperson and Executive Director to execute an acknowledgement of DHCD Public Housing Notice 2017-24 and submit the same to DHCD as required.

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

Nays: None

5. **CHARITABLE REQUESTS**

None

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **HOUSING FAMILIES INC. ("HFI") – GIFT DRIVE**

A solicitation from Housing Families Inc. for their Holiday Gift Drive was considered by the Board.

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 a contribution of \$100 to the Housing Families Inc. Holiday Gift Drive from the COCC.

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

Nays: None

**CORRESPONDENCE**

- New England Regional Council National Association of Housing & Redevelopment Officials (NERC/NAHRO) – 2018 Mid-Winter Conference

7. **OPEN DISCUSSION**

None

**ADJOURNMENT**

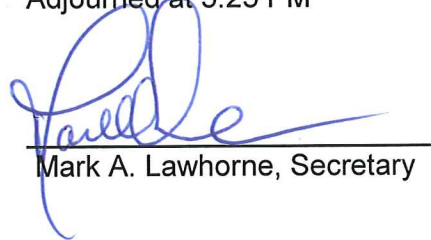
After due discussion and upon motion duly made by Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 5:25 PM

  
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Mark A. Lawhorne, Secretary