

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, November 8, 2016 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES OF OCTOBER 11, 2016 AND OCTOBER 25, 2016

The minutes of October 11, 2016 and October 25, 2016 were not available.

No further action was necessary at this time.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the list of bills and checks 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 bills and signing of checks as submitted.

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

Nays: None

3. FINANCIAL MATTERS

A. MHA – HOLIDAY LUNCHEON

The Board discussed the Holiday Luncheon to be held at the Irish American on December 14, 2016 at 12:00 PM. The Executive Director requested an amount up to \$2,600 for catering services.

After due discussion and upon motion duly made by Frank M. Molis and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the expenditure of up to \$2,600 for catering MHA's Holiday Luncheon at the Irish American to be paid by the COCC.

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

Nays: None

B. SECURITY SERVICE AGREEMENTS (2) – BCM CONTROLS

Edward F. Fahey, Procurement & Modernization Director presented the 2017 Security Service Agreements for 557 Pleasant Street (\$15,115) and 275 Newland Street (\$5,520) from BCM Controls Corporation for renewal of the maintenance agreements for the fob key system and security cameras.

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 2017 Security Service Agreements 557 Pleasant Street in the sum of \$15,115 and 275 Newland Street in the sum of \$5,520 from BCM Controls Corporation and direct the Executive Director to execute each agreement.

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

Nays: None

Joan M. Chiasson joined the meeting

C. CBI CONSULTING INC. ("CBI") – INVOICES (4)

Four (4) invoices dated October 28, 2016 from CBI for design engineering services were considered by the Board for construction as follows:

Newland Street concrete steps & stoops	\$8,026.70	–	CFP
Newland Street 504 Accessibility	3,225.00	–	CFP
630 Salem balcony repairs	8,935.00	–	CFP
Clement Street redevelopment	<u>9,750.00</u>	–	DHCD
Total	\$29,936.70		

The Executive Director reminded the Board that the invoice for Clement Street will be submitted to Massachusetts Department of Housing and Community Development ("DHCD") for payment.

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

VOTED: To authorize and approve payment as described above to CBI for engineering services and construction in the total sum of \$29,936.70 as allocated and submit the Clement Street invoice in the sum of \$9,750 to DHCD for reimbursement.

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

Nays: None

D. ENLIGHTENED ENERGY CONSULTANTS (“EEC”) – FINAL INVOICE

The Board analyzed a final invoice from EEC for the Energy Performance Contract (“EPC”) dated November 2, 2016 in the sum of \$2,187.50

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 of the EPC final invoice to EEC in the sum of \$2,187.50 to be paid from Central Office Cost Center (“COCC”)

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

Nays: None

E. FERENTINOS ARCHITECTURE – INVOICES (3)

Two (2) invoices dated July 5, 2016 for architectural services from Ferentinos Architecture for the window replacement design at Rockland Avenue in the sum of \$600 and partial roof replacement design at the Forestdale development in the sum of \$600 was studied by the Board. An additional invoice dated November 2, 2016 in the sum of \$798 for window replacement at Rockland was examined 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 payment to Ferentinos Architecture in the total sum of \$1,998 and submit the same to DHCD for processing.

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

Nays: None

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

The Board scrutinized an invoice dated October 31, 2016 from SG Risk in the sum of \$977.50 for risk management and insurance consulting services.

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 SG Risk in the sum of \$977.50 from the COCC for risk management and insurance consulting services.

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

Nays: None

G. KP LAW, P.C. – INVOICE

An invoice dated October 24, 2016 from KP Law, P.C. in the sum of \$252 for legal services on general labor was reviewed by the Board.

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 KP Law, P.C. for legal services in the sum of \$252 from the COCC account.

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

Nays: None

H. MALDEN POLICE DEPARTMENT – INVOICES (3)

The Board considered three (3) invoices from the Malden Police Department for police details at Salem Street and Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/28/16	14617	\$221.41
10/31/16	14633	221.41
10/31/16	14641	<u>442.82</u>
	TOTAL	<u>\$ 885.64</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to the Malden Police Department in the total sum of \$885.64 for detail patrol coverage.

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

Nays: None

I. S.I. SERVICES INC. ("S.I.") – LINDEN ROOFS

Edward Fahey, Director of Procurement & Modernization presented a change order from S.I. to add the repairs to 42 roofs at the Linden development in the total sum of \$14,200 as an emergency procurement.

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 the change order with S.I. in the sum of \$14,200 for emergency repairs to roofs at Linden.

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

Nays: None

J. PHILADELPHIA HOUSING AUTHORITY AND WEGOWISE, INC. – INTERGOVERNMENTAL AGREEMENT

A request from the Philadelphia Housing Authority (PHA) to “piggyback” MHA’s contract with WegoWise, Inc. and an intergovernmental agreement with the PHA was presented to the Board by the Executive Director.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve and authorize the Executive Director’s execution of an Intergovernmental Agreement with the PHA to “piggyback” MHA’s contract to allow PHA to utilize MHA’s procurement and contract with WegoWise, Inc.

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

Nays: None

K. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”) – PUBLIC HOUSING NOTICE 2016-30

A notice from DHCD dated October 19, 2016 (Public Housing Notice 2016-30) was considered by the Board. The Executive Director recommended adopting the revised income limits as specified in the memorandum.

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 MHA to adopt income limits by family size for state-aided public housing in accordance with DHCD’s Notice.

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

Nays: None

L. UNIFORM FEDERAL ACCESSIBILITY STANDARDS (“UFAS”) – CHANGE ORDERS

The Board was presented with a change order dated November 7, 2016 from L&H Construction, Inc. (“L&H”) increasing the contract by \$27,875 for additional concrete, paving and curb cut at the Community Building.

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

VOTED: To approve and authorize the change order from L&H in the sum of \$27,875 to the UFAS contract for additional concrete, paving curb cut at the Community Building.

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

Nays: None

M. WINDOW REPLACEMENT – ROCKLAND AVENUE

The Board studied documents from A-ONE Building Company, Inc. as follows:

1. Change Order – 60 day time extension only;
2. Application and Certificate for Payment dated October 31, 2016 in the sum of \$22,691;
3. Certificate of Substantial Completion dated November 7, 2016; and
4. Certificate of Final Completion dated November 7, 2016.

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 the Executive Director to execute the above documents and submit the same to DHCD.

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

Nays: None

N. MANETTE DONOVAN TRAINING – PURCHASE ORDER

The Board perused a Purchase Order dated November 7, 2016 from Manette Donovan for Criminal Offender Record Information (“CORI”) training for five (5) MHA employees in the total sum of \$745.

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

VOTED: To authorize and approve payment to Manette Donovan for CORI training for five (5) MHA employees with four (4) training

registrations to be paid from the Capital Fund Program ("CFP") in the sum of \$596 and one (1) to be paid from the COCC account.

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

Nays: None

O. JUPITER ELECTRIC, INC. – INVOICE

An invoice from Jupiter Electric, Inc. dated October 31, 2016 in the sum of \$7,600 for Rockland Avenue emergency lighting was examined 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 payment to Jupiter Electric, Inc. in the sum of \$7,600 and submit the same to DHCD for processing.

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

Nays: None

P. COMFORT SYSTEMS USA/BCM CONTROLS CORPORATION ("BCM") – PROPOSAL

The Board scrutinized a proposal from BCM dated November 1, 2016 in the sum of \$6,522 for two (2) new cameras for the Newland Street development.

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

VOTED: To accept the proposal for two (2) new cameras for the Newland development in the sum of \$6,522 and approve and authorize the Executive Director to contract the same.

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

Nays: None

Q. DHCD – SALARY REPORTING

The Executive Director presented the Board with a DHCD form entitled Fiscal Year-End Schedule of all Positions and Compensation.

No further action was necessary at this time.

R. FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA") – GRANT

The Board was informed of the successful application and grant in the sum of \$83,220.34 from FEMA for MHA's expenses from the January 2015 storm.

No further action was necessary at this time.

4. POLICIES

A. MHA – BY-LAWS REVISION

The Executive Director presented a change to MHA By-Laws at Article IV, Section 5, entitled Polling of Commissioners.

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

VOTED: To accept and approve the change to MHA's By-Laws to allow the Executive Director to poll the Commissioners on an issue subject to Board confirmation of approval at the next scheduled meeting.

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

Nays: None

5. CHARITABLE REQUESTS

A. MALDEN NEIGHBORHOOD BASKETBALL LEAGUE, INC.

A request for a donation from the Malden Neighborhood Basketball League, Inc. was studied 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 \$150 contribution from the COCC to the Malden Neighborhood Basketball League, Inc.

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

Nays: None

6. CORRESPONDENCE AND NEWSLETTERS

- Annual Plan - FY 2016 approval letter from HUD
- The New 120 Club – Invitation

7. OPEN DISCUSSION**A. HOLIDAY SCHEDULE**

The Board discussed the holiday schedule for MHA's employees while reviewing the City of Malden's holiday schedule, as well as MHA's prior year policy.

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 City's holiday schedule for MHA, as well as an additional one-half day for shopping to be taken, subject to supervisor's approval, between November 28, 2016 and December 29, 2016.

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

Nays: None

ADJOURNMENT

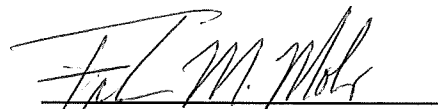
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 6:40 PM



Frank M. Molis, Secretary