

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 13, 2015 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

**COMMISSIONERS**

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

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

**ALSO PRESENT:** Karen Hayes, Mayor's Office

**1. ELECTION OF OFFICERS**

The Executive Director reminded the Board that the first meeting in October was the customary time for the election of officers.

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

**VOTED:** To elect a slate of officers as follows:

George N. Bayers, Chairperson  
Francis C. Boudrow, Vice Chairperson  
Joan M. Chiasson, Secretary  
Frank M. Molis, Treasurer  
Mark A. Lawhorne, Assistant Treasurer

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

**Nays:** None.

George N. Bayers assumed the Chair.

**2. APPROVAL OF MINUTES OF SEPTEMBER 22, 2015**

The minutes of September 22, 2015 were not received by the Board in time for review and were held until the next meeting.

No further action was necessary.

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

The Board was presented the list of bills and checks and after due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None.

**4. FINANCIAL MATTERS**

**A. MALDEN ARMORY CONDOMINIUM/YOUNG MEN'S CHRISTIAN ASSOCIATION ("YMCA") – RE-PURCHASE**

The Executive Director explained that the YMCA had exercised its right to repurchase the two condominium units owned by MHA for price of \$3.65 million pursuant to the Purchase and Sale Agreement. A draft letter was presented to the Board for review to the U.S. Department of Housing and Urban Development ("HUD") informing HUD of the same and requesting approval of the repurchase.

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

VOTED: To authorize the Executive Director to submit the YMCA's repurchase notice to HUD.

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

Abstain: Frank M. Molis and Mark A. Lawhorne.

Nays: None.

**B. JUPITER ELECTRIC, INC. ("JUPITER"). – CERTIFICATE OF SUBSTANTIAL COMPLETION**

A Certificate of Substantial Completion dated September 22, 2015 for loadcenter and ground fault circuit interrupter ("GFCI") improvements for the Springdale apartments by Jupiter was scrutinized by the Board.

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 accept the Certificate of Substantial Completion at for improvements at Springdale by Jupiter and submit the same to DHCD for reimbursement.

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

Nays: None.

**C. S. I. SERVICES INC. ("SI") – INVOICE**

The Board reviewed an invoice from SI dated October 7, 2015 requesting payment in the sum of \$36,385 for work completed to the roofs at the Linden development from damages sustained last winter.

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 SI in the sum of \$36,385 for work completed to the roofs at the Linden development.

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

Nays: None.

**D. SI – CHANGE ORDER**

A Change Estimate dated October 7, 2015 from SI in the sum of \$2,132.10 for new vents for the roof replacement at the Linden development 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 a change order for SI in the sum of \$2,132.10 for new vents for the roofs at the Linden development.

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

Nays: None.

**E. SG RISK MANAGEMENT CONSULTING ("SG RISK") – INVOICE**

The Board analyzed an invoice dated October 2, 2015 from SG Risk in the sum of \$2,911.25 for insurance consulting 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 payment to SG Risk in the sum of \$2,911.25 for insurance consulting services.

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

Nays: None.

**F. MALDEN POLICE DEPARTMENT – INVOICES (3)**

Three (3) invoices from the Malden Police Department for police details at Newland Street and 630 Salem Street were studied by the Board as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/29/15	11986	\$ 564
10/05/15	12025	752
10/07/15	12046	<u>188</u>
	TOTAL	<u>\$ 1,504</u>

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 payment to the Malden Police Department in the total sum of \$1,504 for the police details.

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

Nays: None.

**G. MYSTIC VALLEY ELDER SERVICES – (“MVES”) – INVOICES (2)**

The Board perused two (2) invoices dated September 22, 2015 in the sum of \$12,665.60 from MVES for resident service coordinators at the various Federal developments for the month of August 2015 and in the sum of \$33.06 for coverage of a Forestdale event on August 31, 2015.

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

VOTED: To approve and authorize payments to MVES in the sums of \$12,665.60 and \$33.06.

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

Nays: None.

**H. URBAN AIR INC. (“URBAN AIR”) – INVOICE**

An invoice dated October 1, 2015 from Urban Air for the monthly information technology services in the sum of \$2,500 including service on the phone system conversion was examined 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 Urban Air for information technology services in the sum of \$2,500.

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

Nays: None.

**I. TITLE INSURANCE FOR YMCA CONDOMINIUM UNITS**

The Board reviewed an invoice dated September 28, 2015 from Davis Malm & D'Agostine, P.C. in the sum of \$7,925 for Owner's Title Insurance and recording fees associated with the conveyance of Units 1 and 2 at the Malden Armory Condominium (YMCA).

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

VOTED: To confirm, approve and authorize payment to Davis Malm & D'Agostine, P.C. in the sum of \$7,925.

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

Abstain: Frank M. Molis and Mark A. Lawhorne.

Nays: None.

**J. PUBLIC HOUSING AUTHORITIES DIRECTORS ASSOCIATION ("PHADA") - INVOICE**

An invoice dated September 29, 2015 from PHADA for the annual dues in the sum of \$3,170 was scrutinized by the Board.

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

VOTED: To approve and authorize payment to PHADA in the sum of \$3,170 for PHADA annual dues and membership through November 2016.

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

Nays: None.

**K. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC")**

The Board reviewed an invoice dated October 5, 2015 from GIC in the sum of \$3,546 for administrative expenses.

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 GIC in the sum of \$3,546.

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

Nays: None.

**L. TELEPHONE SYSTEM**

The Board considered a change order from Total Asset Solutions Inc. expanding the capacity of the new telephone system by increasing the number of ports from 4 to 8. The change would increase the monthly lease payment from \$977 to \$1,043.98.

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

VOTED: To approve and authorize the change order from Total Asset Solutions Inc. increasing the monthly lease payment from \$977 to \$1,043.98 for additional ports.

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

Nays: None.

**M. CBI, INC. ("CBI") – FEE PROPOSAL**

A proposal from CBI dated October 6, 2015 in the sum of \$82,400 for architectural and engineering design services associated with repairs to the balconies at 630 Salem Street was analyzed by the Board.

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

VOTED: To approve the fee proposal from CBI in the sum of \$82,400 for architectural and engineering design services associated with repairs to the balconies at 630 Salem Street and authorize the Executive Director to contract.

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

Nays: None.

**N. BCM CONTROLS CORPORATION ("BCM") – PROPOSAL**

The Board studied a proposal dated October 12, 2015 from BCM for the stairwells video security project at Suffolk Manor in the sum of \$59,881.

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

VOTED: To approve the proposal from BCM in the sum of \$59,881 for the stairwells video security project at Suffolk Manor and authorize the Executive Director to contract.

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

Nays: None.

**O. HOUSING INSURANCE SERVICES, INC. – INVOICES (3)**

Three (3) invoices dated October 5, 2015 from Housing Insurance Services, Inc. for the period of October 1, 2015 through October 1, 2016 were perused by the Board as follows:

Directors and Officers Liability	\$6,026.00
Section 8 Lead Liability	2,664.00
Fidelity	1,158.00

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 Housing Insurance Services, Inc. in the total sum of \$9,848 for insurance detailed above.

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

Nays: None.

**P. HAB, INC. – ORDER FORM**

The Board examined an order form from HAB, Inc. for software for seven (7) new tablets being used by MHA employees.

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

VOTED: To authorize and approve the Executive Director to purchase software from HAB for seven (7) new tablets being used by MHA employees.

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

Nays: None.

**Q. HOUSING DEVELOPMENT AND LAW INSTITUTE ('HDLI')**

An invoice dated October 7, 2015 in the sum of \$895 for a one year HDLI membership beginning December 1, 2015 in the sum of \$895 was scrutinized by the Board.

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

VOTED: To authorize and approve payment to HDLI in the sum of \$895 for MHA's membership dues for one year.

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

Nays: None.

**5. POLICIES**

None

**6. CHARITABLE REQUESTS**

**A. TAILORED FOR SUCCESS, INC.**

A request for a donation from Tailored for Success, Inc. was reviewed by the Board. The Executive Director noted the organization provides used, professional clothing for unemployed local residents to assist in their job search.

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 donation of \$100 to Tailored for Success.

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

Nays: None.

**B. 120 MOUNTAIN AVENUE CLUB AND LINDEN TENANTS' ASSOCIATION**

The Board considered solicitations from the 120 Mountain Avenue Club and the Linden Tenants' Association for contributions.

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 a donation of \$1,000 to both 120 Mountain Avenue Tenant Association and Linden Tenants' Association from Central Office Cost Center ("COCC") funds.



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

Nays: None.

7. **CORRESPONDENCE AND NEWSLETTERS**

None

8. **OPEN DISCUSSION**

A. **AVAILABLE SICK/VACATION/PERSONAL**

The Executive Director distributed the available sick/vacation/personal days for MHA staff members as of September 30, 2015.

No further action was necessary.

Joan M. Chiasson joined the meeting.

B. **DHCD BUDGET CERTIFICATIONS – RESOLUTION NO'S 2015-15, 2015-16 AND 2015-17**

The Executive Director informed the Board of the need to approve and certify the FY 2016 Budget to be submitted DHCD, together with various certifications pertaining thereto.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-15** That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 200/667/705/689/MRVP) Program No. 400-1 for fiscal year ending September 30, 2016 showing total revenue of \$583,410 and total expenses of \$736,452, thereby requesting a subsidy of \$152,541 be approved and submitted to DHCD for its review and approval.

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

Nays: None.

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

**RESOLVED AND VOTED:** **Resolution No. 2015-16** That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 200/667/705/689/MRVP) Program No. 689-C for fiscal year ending September 30, 2016 showing total revenue of \$55,090 and total expenses of \$52,730, thereby requesting a subsidy of \$-0- be approved and submitted to DHCD for its review and approval.

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

Nays: None.

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

**RESOLVED AND VOTED:** Resolution No. 2015-17 That the proposed Operating Budget for State-Aided Housing for MHA (Chapter 200/667/705/689/MRVP) Program No. MRVP for fiscal year ending September 30, 2016 showing total revenue of \$4,320 and total expenses of \$73,244, thereby requesting a subsidy of \$69,000 be approved and submitted to DHCD for its review and approval.

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

Nays: None.

**ADJOURNMENT**

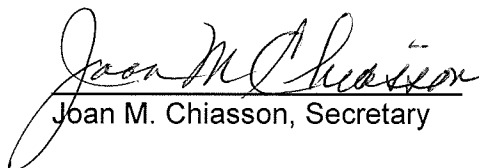
After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:15 PM

  
Joan M. Chiasson, Secretary