

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 14, 2014 at 5:00 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

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

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 Joan M. Chiasson and seconded by Frances C. Boudrow, it was unanimously

VOTED: To elect a slate of officers as follows:

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

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

Nays: None.

Frank M. Molis assumed the Chair.

2. APPROVAL OF MINUTES – SEPTEMBER 9, 2014 AND SEPTEMBER 23, 2014

The minutes of September 9, 2014 and September 23, 2014 were reviewed by the Board and 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 the minutes of September 9, 2014 and
September 23, 2014, as submitted.

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

Nays: None.

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Barbara A. Purcell, and seconded by Joan M. Chiasson, it was unanimously

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

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

Nays: None.

4. FINANCIAL MATTERS**A. CBI CONSULTING INC. ("CBI") – INVOICE**

An invoice dated September 18, 2014 from CBI for construction documents for the Newland Street accessibility project in the sum of \$2,403.75 was analyzed 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 approve and authorize payment to CBI in the sum of \$2,403.75 for the Newland Street project.

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

Nays: None.

B. CBI – INVOICE

The Board perused a close out invoice dated September 18, 2014 from CBI in the sum of \$145 for the 630 Salem Street accessibility construction project.

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

VOTED: To approve and authorize final payment to CBI in the sum of \$145 for the 630 accessibility construction project.

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

Nays: None.

C. CBI – INVOICE

An invoice dated September 18, 2014 in the sum of \$2,564 from CBI for schematic design services for the Clement Street renovations was considered by the Board. The Executive Director reminded the Board the invoice 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 Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment to CBI in the sum of \$2,564 for schematic design services for the Clement Street renovations and submit the same to DHCD for payment.

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

Nays: None.

D. MASSACHUSETTS GROUP INSURANCE COMPANY (“GIC”)

The Board examined an invoice dated October 1, 2014 from GIC in the sum of \$4,526 for administrative expenses.

After due discussion and upon motion made by Barbara A. Purcell and seconded by Francis C. Boudrow, it was unanimously

VOTED: To approve and authorize payment to GIC in the sum of \$4,526.

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

Nays: None.

E. MALDEN POLICE DEPARTMENT – INVOICES (3)

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

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
10/07/2014	10114	\$752
10/07/2014	10115	1,504
10/07/2014	10116	<u>2,444</u>
	Total	<u>\$4,700</u>

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

VOTED: To approve and authorize payment to the Malden Police Department for above-mentioned invoices (3) in the total sum of \$4,700.

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

Nays: None.

F. WILLIAM F. SULLIVAN INSURANCE AGENCY ("SULLIVAN") – INVOICES (4)

The Board surveyed four (4) invoices from Sullivan for renewal of insurance policies as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>	<u>Coverage</u>
10/08/2014	81236	\$ 4,855	Directors and Officers/Public Officials Liability
10/08/2014	81231	2,730	Professional and Contractors Pollution Liability
10/07/2014	81228	284,007	Liability and Commercial Property Insurance
10/07/2014	81229	<u>23,352</u>	Motor Vehicle Insurance Premiums
	Total	<u>\$ 314,944</u>	

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 Sullivan in the total sum of \$314,944 for the above-mentioned insurance renewal policies.

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

Nays: None.

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

An invoice from SG Risk dated October 1, 2014 in the sum of \$1,168.75 for insurance consulting services was assessed by the Board.

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

VOTED: To approve and authorize payment to SG Risk in the sum of \$1,168.75 for insurance consulting services.

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

Nays: None.

H. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICE

The Board reviewed an invoice dated October 9, 2014 in the sum of \$12,304.50 from MVES for resident service coordinators at the various developments for the month of September 2014.

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

VOTED: To approve and authorize payment to MVES in the sum of \$12,304.50 for resident service coordinators.

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

Nays: None.

I. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – CHANGE ORDER NO. 1

Change Order No. 1 dated October 9, 2014 from Lambrian requesting an overall increase in the contract for water infiltration repairs to 557 Pleasant Street of \$32,033.14 was scrutinized by the Board. The original contract of \$823,000 with \$32,033.14 in changes for a new total contract price is \$855,033.14.

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

VOTED: To accept and approve Change Order No. 1 from Lambrian for an increase in the contract of \$32,033.14 for water infiltration repairs to 557 Pleasant Street.

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

Nays: None.

J. MASONRY-SITE WORK – REQUEST FOR PROPOSAL ("RFP")

The Executive Director provided the Board with three (3) responses MHA received to the RFP for masonry-site work at various developments that were Edward Fahey, Director of Modernization and Procurement as follows:

Commercial Construction Corp	\$140,431
Chapman Waterproofing Company	\$141,100 and
Contracting Specialists, Inc.	\$175,204

In accordance with the recommendation of Edward Fahey, MHA's Director of Modernization and Procurement, the Executive Director recommended that the bid be awarded to Commercial Construction Corp. in the sum of \$140,431 as the most responsive and responsible bidder and to authorize the Executive Director to contractor with said company in that amount for the masonry work to be performed.

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

VOTED: To approve and authorize the award the bid to Commercial Construction Corp. in the sum of \$140,431 for masonry-site repairs as the most responsive and responsible bidder and to further authorize the Executive Director to execute a contract with Commercial in that amount.

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

Nays: None.

K. MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – 2014 FALL CONFERENCE PROGRAM BOOK

The Board considered an advertisement in the MASS/NAHRO 2014 Fall Conference program book.

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

VOTED: To approve and authorize the expenditure of \$60 for a one-half page ad in the MASS/NAHRO Fall program Book.

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

Nays: None.

L. CAR ALLOWANCE INCREASE – DIRECTOR OF PUBLIC HOUSING

The Executive Director explained that Jennifer Carlson, the newly appointed Director of Public Housing, currently receives a monthly travel reimbursement of \$125 per month for using her private automobile during the work day. Since Ms. Carlson's job responsibilities have increased, the Executive Director suggested that her automobile reimbursement be increased to \$200 per month, effective beginning October, 2014.

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

VOTED: To authorize and approve a \$200 monthly travel reimbursement to Jennifer Carlson for the use of her private automobile during the work day, effective beginning October, 2014.

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

Nays: None.

M. WRITE-OFFS – VACATED BALANCES

The Executive Director explained that each year certain tenant balances are written off due to the inability to recover monies for tenants who have moved out.

The Board reviewed the various write-offs as broken down by development.

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 the write-off the vacated balances as follows:

AMP 1	\$ 4,811.00
AMP 2	325.00
AMP 3	865.41
AMP 4	1,593.39
AMP 5	4,182.60
AMP 6	1,237.00
AMP 7	<u>224.00</u>
Total Federal	\$13,512.40

667 C	\$ 2,673.84
667 4	<u>50.00</u>
Total State	\$2,723.84

Grand Total \$16,236.24

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

Nays: None.

5. POLICIES

A. MHA POLICY ON USE OF COMPANY ISSUED CREDIT CARDS

The Executive Director distributed the MHA Policy on Use of Company Issued Credit Cards for review.

No further action was necessary at this time.

6. CHARITABLE REQUESTS

A. FRIENDS OF OAK GROVE, INC.

A solicitation from the Friends of Oak Grove Inc. for its Annual FOOGI 5K Jaunt scheduled for October 19, 2014 was perused by the Board.

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

VOTED: To authorize and approve a \$50 donation to the Friends of Oak Grove, Inc. for its Annual FOOGI 5K Jaunt.

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

Nays: None.

B. TRI-CITY COMMUNITY ACTION PROGRAM, INC. ("TRI-CAP")

The Board examined a solicitation from Tri-Cap for its Annual Oktoberfest Gala.

After due discussion and upon motion duly made by Barbara A. Purcell and seconded by Francis C. Boudrow, it was

VOTED: To approve and authorize a contribution of \$100 to Tri-Cap for its Annual Oktoberfest Gala.

Ayes: Frank M. Molis, Francis C. Boudrow Joan M. Chiasson
and Barbara A. Purcell.

Abstain: George N. Bayers

Nays: None.

C. HOUSING FAMILIES INC.

A solicitation from Housing Families Inc. and its Annual Holiday Gift Drive was analyzed by the Board.

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

VOTED: To authorize and approve a \$100 donation to the Housing Families' Annual Holiday Gift Drive.

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

Nays: None.

7. **CORRESPONDENCE AND NEWSLETTERS**

A. **HOLIDAY PARTY**

The Board discussed the Holiday Party to be held at the Sun Kong Restaurant on Eastern Avenue, Malden, with a definitive date to be announced later.

No further action was necessary.

8. **OPEN DISCUSSION**

A. **HOLIDAY SCHEDULE**

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

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

VOTED: To authorize and approve a paid one-half day for shopping for MHA employees beginning the Friday after Thanksgiving until December 31, 2014, subject to supervisory approval, and one (1) full skeleton day off to be used either November 10, 2014 or November 28, 2014, same also subject to supervisory approval.

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

Nays: None.

B. **PUBLIC HOUSING AUTHORITIES DIRECTOR ASSOCIATION ("PHADA")
2015 COMMISSIONERS' CONFERENCE**

The Board received information on the upcoming PHADA 2015 Commissioners' Conference scheduled for January 25-28, 2015 in St. Pete Beach, Florida at the TradeWinds Island Resort.

No further action was necessary at this time.

ADJOURNMENT

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 7:05 PM


Francis C. Boudrow, Secretary