

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 25, 2016 at 5:09 PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

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

COMMISSIONERS ABSENT: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Deborah A. Lungo and Edward Fahey

1. APPROVAL OF MINUTES OF OCTOBER 11, 2016

The minutes of the October 11, 2016 Board meeting were not available.

No further action was necessary at this time.

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. SIEMENS INDUSTRY INC. ("SIEMENS") – CERTIFICATE OF FINAL COMPLETION AND INVOICE

The Board scrutinized a Certificate of Final Completion dated August 23, 2016 and an invoice dated October 11, 2016 from Siemens in the sum of \$39,750 for Siemens initial first year Measurement and Verification of MHA's Energy Savings at MHA developments under the EPC. Under the EPC contract, MHA has contracted with Siemens to perform annual M&V for the full 20 year term of the project.

A Solutions Warranty Letter from Siemens dated September 22, 2016 for material and workmanship for the period of one year was also 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 accept the Certificate of Final Completion and the Solutions Warranty Letter from Siemens and also to approve and authorize payment to Siemens in the sum of \$39,750 for Siemens' initial M&V of MHA's energy savings at all federal AMPs.

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

Nays: None

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

Two (2) invoices from MVES dated October 19, 2016 in the sum of \$9,278.40 for resident service coordinators at the various developments for the month of September 2016 and in the sum of \$110.59 for coverage of a Forestdale event were 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 payment to MVES in the sums of \$9,278.40 and \$110.59 allocated against the developments served.

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

Nays: None

C. MALDEN POLICE DEPARTMENT – INVOICES (6)

The Board analyzed six (6) invoices from the Malden Police Department for detail services at Newland Street and 630 Salem Street as follows:

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Amount</u>
09/14/16	14220	\$ 442.82
10/06/16	14427	221.41
10/11/16	14467	442.82
10/14/16	14504	442.82
10/18/16	14527	442.82
10/21/16	14565	<u>442.82</u>
	TOTAL	<u>\$2,435.51</u>

It was also discussed that invoice dated August 26, 2016 (14122) in the original sum of \$442.82 was previously approved at the meeting of September 13, 2016 with an incorrect invoiced amount. The correct amount should have been \$221.41.

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

VOTED: To approve and authorize payment to the Malden Police Department for six (6) invoices for police details as itemized above in the total sum of \$2,435.51 and to also redact the incorrect invoice dated August 26, 2016 and approve and authorize the correct payment of \$442.82 from the meeting of September 13, 2016.

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

Nays: None

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

A proposal from BCM dated October 17, 2016 in the sum of \$2,246 for temporary security and camera system relocation for the Newland Street office renovations 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 award the bid and authorize the Executive Director to contract with BCM in the sum of \$2,246 for temporary security and camera system relocation for the Newland Street office renovations.

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

Nays: None

E. MYTECH PARTNERS INC. ("MYTECH") – PURCHASE ORDER

The Board perused a Purchase Order dated October 3, 2016 from MyTech for a Dell Sonic Wall Network Security Appliance in the sum of \$3,822.50.

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

VOTED: To authorize and approve the Purchase Order from MyTech for a Dell Sonic Wall Network Security Appliance in the sum of \$3,822.50 to be paid by Central Office Cost Center ("COCC")

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

Nays: None

F. MALDEN YMCA – INVOICES (2)

Two (2) invoices from the YMCA dated September 30, 2016 in the sums of \$2,387.28 for Linden and \$1,200.37 for the Newland Street After School Program was reviewed by the Board.

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

VOTED: To approve and authorize payment to the YMCA in the amounts of \$2,387.28 for Linden and \$1,200.37 for the Newland Street After School Program.

Ayes: George N. Bayers and Francis C. Boudrow

Abstain: Joan M. Chiasson and Frank M. Molis

Nays: None

G. SG RISK MANAGEMENT – INVOICE

The Board received an invoice from SG Risk Management dated October 4, 2016 in the amount of \$3,060 for insurance consultation and RFP for new insurance policies.

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

VOTED: To approve payment to SG Risk Management in the amount of \$3,060 from the COCC for insurance consultations and RFP for new insurance.

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

Nays: None

H. HOUSING CHOICE VOUCHER PROGRAM (“HCVP”) – SHORTFALL FUNDS

The Executive Director explained that MHA’s Section 8 program HAP cost continued to escalate due to the increase in MHA’s FY2016 Payment Standards by bedroom size and approved reasonable rent increases related to same, necessitating MHA submitting an additional request for a shortfall funding award from HUD to cover insufficient funds remaining to fund December’s HAP obligation.

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

VOTED: To authorize and approve the Executive Director’s submission of and additional request for an award of shortfall funds to HUD to fund a projected deficit in MHA’s December HAP payments.

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

Nays: None

I. NOTICE OF APPOINTMENT OF CHIEF PROCUREMENT OFFICER

The Executive Director explained that the state now requires public entities, inclusive of housing authorities, to designate and appoint a Chief Procurement Officer and report on such by completing and submitting the requisite form to the MA Office of the Inspector General.

The Executive Director has designated and appointed Modernization & Procurement Director, Ed Fahey, as the MHA's Chief Procurement Officer.

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

VOTED: To approve the Executive Director's designation of Ed Fahey, Modernization & Procurement Director, as MHA's Chief Procurement Officer and authorize the Executive Director to submit the requisite certification form to the MA Office of the Inspector General to memorialize this appointment.

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

Nays: None

J. RE-UPHOLSTERY FURNITURE REPLACEMENT – REQUEST FOR PROPOSALS (“RFP”)

The Board reviewed a memo from Edward Fahey, Director of Modernization and Procurement, detailing bids for cushion replacements for Salem Street development as follows:

This End Up Furniture Company.....	\$22,666.19
Interior Resources	\$35,834.00
The Upholstery Guy's.....	\$46,667.20

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

VOTED: To award the bid for Cushion Replacements to This End Up Furniture Company as the most responsive and responsible bidder in the sum of \$22,666.19 for the Salem Street Development and authorize the Executive Director to contract with the Company in that amount.

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

Nays: None

K. JAMES M. HENNESSEY—INVOICES (2)

The Board reviewed two invoices both dated October 25 from James M. Hennessey for Quality Control Inspections, as follows:

July 2016	\$1,612.50
September 2016.....	<u>\$ 750.00</u>

\$2,362.50

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 James M. Hennessey for Quality Control Inspections for July and September for a total amount of \$2,362.50 to be paid from Section 8.

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

Nays: None

L. S.I. SERVICES INC. ("S.I.") – CHANGE ORDER

A change order dated October 25, 2016 from S.I. in the sum of \$5,625 for inspecting remaining 45 roofs for damage and replacement priority at Linden was reviewed 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 the change order with S.I. in the sum of \$5,625 increasing the contract to \$47,825 for replacement and repairs to roofs at Linden to be paid with Capital Funds.

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

Nays: None

M. S.I. SERVICES, INC – INVOICE

The Board reviewed an invoice from S. I. Services, Inc. dated October 26, 2016 in the amount of \$1,140 for repairs to the roofs at the Linden Development.

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 S.I. Services, Inc. in the amount of \$1,140 for the repairs to the roofs at the Linden Development.

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

Nays: None

4. POLICIES AND CONTRACTS

The Executive Director supplied the Board with a copy of his contract for their review which is up for renewal, together with an annual employee performance evaluation form for his position.

No further action was needed.

5. CHARITABLE REQUESTS

None

7. CORRESPONDENCE AND NEWSLETTERS

The Board reviewed a purchase order for North East Electrical Distributors dated October 20, 2016, for LED replacement bulbs promotion program for Amp's 1N,2,3,4,5,6, being a total of 4,930 bulbs at no cost the MHA.

1. Newsletter from Malden Chamber of Commerce
2. The Executive Director supplied a map to the Board showing them the breakdown of all the towns that have applied for the ModPhase Grant.
3. A flyer from Massachusetts Senior Action Council about upcoming meeting October 26, with guest speaker State Representative Steve Ultrino.

No further action was required.

8. OPEN DISCUSSION

A. COMMISSIONERS TRAINING/D & V MAIN SAIL

The Board approved an amount up to \$200.00 to be spent on a brunch for their upcoming training on October 29, 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 a brunch for the training up to \$200 to be paid by the COCC.

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

Nays: None

B. PHADA CONFERENCE

The Board reviewed a flyer from PHADA regarding the upcoming January 2017 Commissioners Conference to be held in Orlando, Florida

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

VOTED: To approve and authorize attendance by Commissioners and staff for the PHADA Conference in Orlando, Florida with all allowable costs and expenses to be paid by MHA or reimbursed.

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

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

Nays: None

Adjourned at 5:54 PM


Frank M. Molis, Secretary