

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, October 28, 2014 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 and Barbara A. Purcell.

COMMISSIONERS ABSENT: Joan M. Chiasson

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

ALSO PRESENT: Karen Hayes, Mayor's Office

**1. APPROVAL OF MINUTES – OCTOBER 14, 2014**

The minutes of October 14, 2014 were examined by the Board and 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 minutes of October 14, 2014, as submitted.

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

Nays: None.

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

There were no bills or signing of check.

No further action was necessary at this time.

**3. FINANCIAL MATTERS**

**A. EAST BOSTON SAVINGS BANK ("EBSB") – ESTABLISH BANK ACCOUNTS**

The Board scrutinized certain banking resolutions suggested by EBSB on authority and banking responsibilities and designating EBSB as a public depository for the withdrawal of MHA's monies. The Executive Director (Stephen G. Finn), Director of Modernization and Procurement (Edward J. Fahey, Jr.) and Director of Finance (Robert V. Leahy) together with the Chairperson and Clerk are authorized signatories to the accounts, including public housing funds, central office funds and energy project fund.

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 extensive EBSB resolutions for banking as distributed and authorize the Executive Director, Director of Modernization and Procurement, Director of Finance and Chairperson and Clerk to be signatories to the accounts.

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

Nays: None.

**B. PURCHASE AND SALE AGREEMENT MALDEN YMCA**

The Executive Director informed the Board in summary from the history and the progress of the YMCA Project while describing the necessary votes to facilitate the expected, upcoming closing.

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

VOTED: To ratify and affirm the Purchase and Sale Agreement dated September 30, 2003, as amended by the First Amendment dated February 28, 2005, for the purchase of Units I and II at the Malden Armory Condominium, 99 Dartmouth Street, Malden, MA.

To execute a Second Amendment to the Purchase and Sale Agreement to allow for an increase in MHA's percentage interest in the common area of the Malden Armory Condominium for Units I and II and extend the time to convey and record the deeds for said units.

To ratify and affirm the lease between MHA as landlord and the Malden YMCA as tenant for Units I and II of the Malden Armory Condominium (leased premises), including executing and recording a Notice of Lease.

To execute any and all reasonably required documents to effectuate the above votes including without limitation, the conveyance and recording of the deeds and declaration of trust for Units I and II.

The Executive Director, Chairperson and Clerk, each individually are hereby authorized and empowered to execute any and all documents necessary pursuant to and to effectuate the above votes and accept deeds in trust for benefit of United States Department of Housing and Urban Development ("HUD").

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

Abstain: Frank M. Molis.

Nays: None.

**C. MALDEN YMCA – INVOICES (2)**

The Board perused two (2) invoices in the sums of \$1,545.51 (August 31, 2014 for the Newland Street After School Program) and \$1,119.57 (September 1, 2014 for transportation services) from the Malden YMCA.

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

VOTED: To approve and authorize payment to the Malden YMCA in the sum of \$1,545.51 for the Newland Street After School Program and the sum of \$1,119.57 for transportation services.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

Abstain: Frank M. Molis.

Nays: None.

**D. MOTIVATION, INC. – INVOICE**

An invoice from Motivation, Inc. dated October 15, 2014 in the sum of \$5,000 for Section 3 Training was examined by the Board.

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

VOTED: To approve and authorize payment to Motivation, Inc. in the sum of \$5,000 for Section 3 Training.

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

Nays: None.

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

The Board considered an invoice for the period date September 19, 2014 requesting payment in the sum of \$3,392.58 for work completed on the Clement Street roof replacement.

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 SI in the sum of \$3,392.58 for roof replacement work at Clement Street and submit the same to the Massachusetts Department of Housing and Community Development for reimbursement ("DHCD").

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

Nays: None.

**F. TARGET CONSTRUCTION, LLC ("TARGET") – INVOICE**

An invoice for work dated September 29, 2014 from Target in the sum of \$107,245 for site repairs at Forestdale, Clement Street and Rockland Avenue was assessed by the Board.

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 payment to Target in the sum of \$107,245 for site repairs at Forestdale, Clement Street and Rockland Avenue and submit the same to DHCD for reimbursement.

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

Nays: None.

**G. CAPEWAY ROOFING SYSTEMS, INC. ("CAPEWAY") – INVOICE**

The Board considered an invoice dated October 10, 2014 from Capeway in the sum of \$119,153.75 for the roof replacement work at 120 Mountain Avenue.

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 Capeway in the sum of \$119,153.75 for the roof replacement at 120 Mountain Avenue.

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

Nays: None.

**H. GCG ASSOCIATES, INC. ("GCG") – INVOICE**

The Board scrutinized an invoice dated October 8, 2014 from GCG in the amount of \$332.50 for construction administration at Forestdale, Rockland Street and Clement Street.

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 payment to GCG in the sum of \$332.50 for construction administration at Forestdale, Rockland Street and Clement Street and submit the same to DHCD for reimbursement.

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

Nays: None.

**I. LAMBRIAN CONSTRUCTION CORPORATION ("LAMBRIAN") – INVOICE**

An invoice dated October 14, 2014 in the sum of \$86,830 from Lambrian for waterproofing work at 557 Pleasant Street was examined by the Board.

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

VOTED: To approve and authorize payment in the sum of \$86,830 to Lambrian for waterproofing work at 557 Pleasant Street.

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

Nays: None.

**J. MCDONOUGH ELECTRIC CONSTRUCTION, CORP. ("MCDONOUGH") – INVOICE**

The Board studied an invoice dated October 17, 2014 from McDonough in the sum of \$20,023.25 for the replacement of four (4) electric poles and two (2) transformers at Newland Street.

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 payment to McDonough in the sum of \$20,023.25 for the replacement of electric poles and transformers at Newland Street.

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

Nays: None.

**K. GAFFNEY GROUP ("GAFFNY") – INVOICE**

An invoice dated October 17, 2014 from Gaffny in the sum of \$8,359.45 for consulting and engineering services for 557 Pleasant Street water penetration, including subcontracting with Thompson & Lichtner Company, Inc. was perused by the Board.

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

VOTED: To approve and authorize payment to Gaffney in the sum of \$8,359.45 for consulting and engineering services for the Pleasant Street water penetration.

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

Nays: None.

**L. GAROFALO DESIGN ASSOCIATES, INC. ("GAROFALO") – INVOICE**

The Board considered an invoice dated October 21, 2014 from Garofalo in the sum of \$3,000 for design services on the roof replacement at 120 Mountain Avenue.

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

VOTED: To approve authorize payment to Garofalo in the sum of \$3,000 for the Mountain Avenue roof design.

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

Nays: None.

**M. TRANSLATION/INTERPRETER/SIGN LANGUAGE SERVICES – REQUEST FOR PROPOSAL ("RFP")**

The Director of Modernization and Procurement provided the Board with a memorandum outlining two (2) responses MHA received to the RFP for Translation/Interpreter/Sign Language Services from International Translation Company at the rate of \$70 per hour and AllWorld Language Consultants, Inc. at the rate of \$73.25 per hour.

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 AllWorld Language Consultants, Inc. and International Translation Company to ensure complete coverage of MHA's translation needs and to authorize the Executive Director to contract both with both entities.

The contract is for one (1) years, with the option to extend for four (4) more consecutive years at the sole discretion of MHA.

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

VOTED: To approve, authorize and award the bid to International Translation Company (\$70 per hour) and AllWorld Language Consultants, Inc. (\$73.25 per hour) and for translation/interpreter/sign language services for a one (1) year with the option to extend the contract for four (4) more consecutive years at the sole discretion of MHA.

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

Nays: None.

**N. 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>
10/16/2014	10149	\$ 564
10/16/2014	10150	1,316
10/23/2014	10250	<u>1,128</u>
	Total	<u>\$ 3008</u>

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

VOTED: To approve and authorize payment to the Malden Police Department for above-mentioned invoices (3) in the total sum of \$3,008.

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

Nays: None.

**O. HUD CONTINUUM OF CARE – RENTAL ASSISTANCE PROGRAM**

The Board reviewed the renewal of the HUD Continuum of Care and Rental Assistance Program grant.

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

VOTED: To confirm and approve the Executive Director's previous submittal of the application for renewal and annual reporting of the HUD Continuum of Care and Rental Assistance Program grant.

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

Nays: None.

4. **POLICIES**

A. The Executive Director transmitted the Procurement Policy and Personnel Policy with special attention to credit card use.

No further action was necessary at this time.

5. **CHARITABLE REQUESTS**

A. **MALDEN YMCA ("YMCA") – YOUTH DEVELOPMENT SPONSORSHIP**

The Board considered a letter from the YMCA's soliciting donations for the YMCA's annual auction to support early learning and afterschool programs.

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

VOTED: To approve and authorize a donation of sponsorship by placing an ad in the program book for the sum of \$100.

Ayes: George N. Bayers, Francis C. Boudrow and Barbara A. Purcell.

Abstain: Frank M. Molis.

Nays: None.

6. **CORRESPONDENCE AND NEWSLETTERS**

A. **CHAPTER 3 SERVICE EMPLOYEES INTERNATIONAL UNION ("SEIU") LOCAL 615**

The Executive Director shared a letter of thanks from SEIU Local 615 thanking MHA for its assistance and support in the aftermath of the tornado this past July.

No further action was necessary at this time.

B. **MASSACHUSETTS NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS (MASS/NAHRO) – 2014 FALL CONFERENCE**

The Executive Director informed the Board of the Mass/NAHRO 2014 Fall Conference held at the Radisson Plymouth Harbor in Plymouth, MA on November 17<sup>th</sup> and 18<sup>th</sup>.

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 any appropriate staff or Commissioners to attend the Mass/NAHRO 2014 Fall Conference.

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



Nays: None.

7. **OPEN DISCUSSION**

A. None.

**ADJOURNMENT**

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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:00 PM

  
Francis C. Boudrow, Secretary