

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority (“MHA”) was held on Tuesday, September 22, 2015 at 5PM at the office of the Authority, 630 Salem Street, Malden, Massachusetts.

COMMISSIONERS

PRESENT: Frank M. Molis, Chairperson, George N. Bayers and Barbara A. Purcell.

COMMISSIONERS

ABSENT: Joan M. Chiasson.

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

ALSO PRESENT: Karen Hayes, Mayor’s Office

TARDY: Francis C. Boudrow.

**1. APPROVAL OF MINUTES – AUGUST 25, 2015 AND SEPTEMBER 8, 2015**

The minutes from the previous meetings of August 25, 2015 and the minutes of September 8, 2015 were presented to the Board.

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

VOTED: To approve the minutes of August 25, 2015 and September 8, 2015 as submitted.

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

Nays: None.

**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. A. BUDGET REVIEW – RESOLUTION NO. 2015-11**

The Executive Director reviewed the Fiscal Year 2016 Budget in detail, including adding certain positions and making certain adjustment in salaries and represented the same was balanced and fiscally responsible. The Executive Director asked the Board to, by Resolution, approve the budget and submission of same and all required forms, certifications and documentation under separate votes to both the U.S. Department of Housing and Urban Development (“HUD”) and the Massachusetts Department of Housing and Community Development (“DHCD”).

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

**RESOLVED AND VOTED:** Resolution No. 2015-11 To authorize and approve MHA's Fiscal Year 2016 Budget as submitted with new positions and adjustments as described and authorize the Chair and Executive Director to sign and submit all required forms, certifications and documentation to HUD.

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

Nays: None.

**B. RESOLUTIONS 2015-12, 2015-13 AND 2015-14**

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

**RESOLVED AND VOTED:** To authorize and approve MHA's Fiscal Year 2016 Budget as submitted with new positions and adjustments as described and authorize the Chair and Executive Director to sign and submit all required forms, certifications and documentation to DHCD.

**Resolution #2015-12 State Aided Program 400-1  
Resolution #2015-13 State Aided Program 689-C  
Resolution #2015-14 State Aided Program MRVP**

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

Nays: None.

**4. FINANCIAL MATTERS**

**A. ACCOUNTANT'S COMPILATION REPORT**

The Board was presented Howard L. Gordon, the fee accountant's compilation report to review.

No further action was necessary at this time.

**B. HOP ENERGY LLC – INVOICE**

The Board reviewed a sales confirmation dated for October 1, 2015 from HOP Energy LLC dba Alliance Express for the purchase of #2 Heating Oil for the upcoming winter at a fixed price of \$1.9985 per gallon. Should MHA use more than 5,000 gallons the price will increase to \$2.02 per gallon.

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 the Executive Director to enter into a contract for home heating oil upon the stated terms.

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

Nays: None.

**C. GCG ASSOCIATES, INC. – INVOICE**

The Board reviewed a final invoice from GCG Associates, Inc. dated September 9, 2015 in the amount of \$504 for the site work repairs at Forestdale, Rockland Avenue, and Clement Street, which will be submitted to DHCD for payment.

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 Executive Director to submit to DHCD for payment the invoice from GCG in the amount of \$504 for completion of the work done at the three stated developments.

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

Nays: None.

**D. JUPITER ELECTRIC, INC. – INVOICE**

The Board was presented an invoice from Jupiter Electric, Inc. dated August 31, 2015 in the amount of \$2,112 for 90% of the work done at the Springdale Development.

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 the Executive Director to submit to DHCD for payment an invoice from Jupiter Electric in the amount of \$2,112.

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

Nays: None.

**E. MALDEN POLICE DEPARTMENT – INVOICES (4)**

Four (4) 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>
09/01/15	11797	\$188
09/10/15	11830	376
09/14/15	11856	564
09/21/15	11924	<u>752</u>
	TOTAL	\$1,880

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 the Malden Police Department in the sum of \$1,880 for police details.

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

Nays: None.

**F. H.K. DODGE ASSOCIATES, INC. – INVOICE**

The Board was presented an invoice from H.K. Dodge, Inc. dated September 15, 2015, in the amount of \$7,248.37 for design of an additional parking area at the Forestdale Development.

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 H.K. Dodge Associates, Inc. from the COCC for the design of a new parking area at Forestdale.

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

Nays: None.

**G. YMCA –INVOICE**

An invoice dated June 30, 2015 from the Malden YMCA for the Newland Street after School Program in the sum of \$2,681.52 was considered by the Board.

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 \$2,681.52 for the Newland Street After School Program.

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

Abstain: Frank M. Molis

Nays: None.

**H. COMMONWEALTH OF MASSACHUSETTS “GIC” – INVOICE**

The Board was presented an invoice in the amount of \$231,299.97 dated September 2, 2015 from the Commonwealth of Massachusetts “GIC” for health insurance premiums for employees and retirees for the period July 1, 2015 to September 30, 2015.

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 GIC for health insurance premiums in the sum of \$231,299.97 for the period July 1, 2015 to September 30, 2015.

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

Nays: None.

**I. CBI CONSULTING, INC. – INVOICE**

The Board was presented a letter from CBI Consulting, Inc. dated September 18, 2015 requesting a fee increase in the design contract, originally in the amount of \$71,500, to \$163,200, a \$91,700 increase, due to an increase in the scope of the work required to complete the Newland Street Development 504 Accessibility project, where estimated construction costs have grown from the original amount of \$750,000 to the current estimated cost of \$1,717,255, in order to bring affected units into compliance with state and federal accessibility codes.

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

VOTED: To approve CBI's fee increase request in the amount of \$91,700 bringing the total design contract price for the Newland Street scope of work to \$163,200.

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

Nays: None.

**J. INSURANCE – REQUEST FOR PROPOSALS (“RFP”)**

The Board examined a summary from MHA's insurance consultant, SG Risk Management Consulting (“SG Risk”), as well as three scoring tables of the RFP responses from the two (2) bidders. Noting the scoring, the Executive Director recommended that the Housing Authority Insurance Group (“HAIG”) be awarded MHA's insurance for FY2016 in the total sum of

\$326,216 as the most responsive and responsible bidder due to much less of a flood coverage exclusion on Linden than the other respondent. HAIG will submit an invoice for the cost of National Flood Insurance for MHA's excluded properties separately.

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 of property insurance to HAIG Group for the FY 2016 as the most responsive and responsible bidder and allow the Executive Director to contract with Housing Authority Insurance Group for MHA's FY2016 insurance in the sum of \$326,216, with an additional quote for National Flood Insurance expected.

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

Nays: None.

**K. PURCHASE OF TITLE INSURANCE**

The Executive Director explained to the Board that the YMCA Closing on the Condo's was expected to be the beginning of the week of September 28, 2015, for which MHA would need to acquire Owner's Title Insurance, and asked the Board's approval the title insurance purchase from Central Office Cost Center ("COCC") funds.

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 Executive Director to purchase Owner's Title Insurance from COCC funds for the two (2) condominium units being acquired from the YMCA.

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

Nays: None.

**L. DMH FUNDING FOR CLEMENT STREET**

The Executive Director explained to the Board that he received a call from Mass Housing Finance's, Lynn Shields, who explained that her Agency administered the Danvers State Hospital Trust Fund leverage commitment made by the MA Department of Mental Health on the MHA's Clement Street High Leverage Asset Preservation Program ("HILAPP") project. Ms. Shields informed the Executive Director that, in order to receive the funds, MHA must complete a Mass Housing Finance "ONE STOP APPLICATION", and that she would assist and facilitate the Executive Director's completion of the same.

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

VOTED: To authorize the Executive Director to complete and submit Mass Housing Finance's One Stop Application to acquire \$680,000 from the Danvers State Hospital Trust fund to fund the DMH leverage commitment on the MHA's Clement Street HILAPP project.

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

Nays: None.

**M. HUD PUBLISHED LINK FOR SALARIES**

The Executive Director explained to the Board that HUD had published a notice informing that housing authorities would be receiving an e-mail with a link to complete and submit electronically a form to report to HUD on the salaries of the Executive Director, the Finance Director and the third highest paid MHA employee.

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

VOTED: To approve and authorize the Executive Director to complete and submit to HUD the electronic compensation report for MHA.

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

Nays: None.

**5. POLICIES AND CONTRACTS**

**A. PERSONNEL POLICY**

The Board reviewed two copies of the Personnel Policy, a draft with marked changes and a final clean version for their review.

No further action was necessary at this time.

**B. EXTENSION OF HAP CONTRACT – HOUSING FAMILIES**

The Executive Director recommended to the Board that the HAP contract with Housing Families providing project based assistance for the Cross Street Family Housing Development should be extended for a maximum term of fifteen (15) years, effective May 1, 2015.

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 the Executive Director to execute a fifteen (15) year extension to the term of the MHA's HAP contract with Housing Families for project based assistance of the Cross Street Family Housing Development, with the effective date of May 1, 2015.

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

Nays: None.

**6. CHARITABLE REQUESTS**

**A. JEANS COLLECTION/HOLIDAY OUTREACH PROGRAM**

The Board received an itemization of the amount collected from MHA employees for wearing blue jeans on Fridays with the collected monies being donated to needy MHA families at the holidays.

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 a contribution of \$1,000 from COCC to the MHA's Holiday Outreach Program.

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

Nays: None.

**7. REVIEW OF CORRESPONDENCE, NEWSLETTERS, PUBLICATIONS AND COMMUNICATIONS**

**A. NEW ENGLAND REGIONAL COUNCIL OF THE NATIONAL ASSOCIATION OF THE HOUSING AND REDEVELOPMENT OFFICIALS ("MASS/NAHRO")**

The Board considered an advertisement in the Program Book for the MASS/NAHRO 2015 Annual Fall Conference and Exhibition to be held in Framingham, MA from November 16 thru November 17, 2015.

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 the purchase of a one-half page ad in the MASS/NAHRO 2015 Annual Fall Conference and Exhibition Program Book at a cost of \$60.

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

Nays: None.



**B. MASS/NAHRO WORKSHOP**

The Board reviewed training from Mass/NAHRO pertaining to Workers Compensation, which is being co-sponsored by Mass/NAHRO Insurance Group, Inc.

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 necessary MHA staff to attend the Mass/NAHRO workshop.

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

Nays: None.

**C. NORTH SHORE EXECUTIVE DIRECTORS' ASSOCIATION ("NSHEDA")**

NSHEDA is holding its annual 2015 Legislative Breakfast on Friday October 16, 2015 at Spinelli's Function Facility in Lynnfield.

No further action was necessary.

**D. MASS/NAHRO**

The Board received a flyer from MASS/NAHRO concerning a Board Member Certification Program being offered for training.

No further action was necessary.

**E. TRIANGLE**

The Board received a thank you letter for their donation to Triangle.

No further action was necessary.

**ADJOURNMENT**

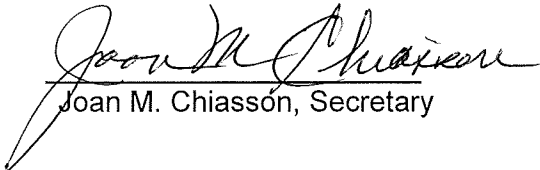
After due discussion and upon motion duly made by Barbara A. Purcell and seconded by George N. Bayers, it was unanimously

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:05 PM

  
Joan M. Chiasson, Secretary