

**MEETING OF THE MALDEN HOUSING AUTHORITY**

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 23, 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. Bayers,  
PRESENT:            Francis C. Boudrow and Joan M. Chiasson

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

ALSO PRESENT:    Karen Hayes, Mayor's Office

**1.    YMCA 29<sup>TH</sup> ANNUAL AUCTION FUNDRAISER**

The Executive Director and Board discussed the upcoming Malden YMCA 29th Annual Fundraiser with Frank M. Molis is being honored.

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 the purchase ten (10) tickets to the Malden YMCA Annual Fundraiser at a cost of \$35/each for a total sum of \$350.00.

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

Abstain: Frank M. Molis and Joan M. Chiasson

Nays:    None.

**2.    APPROVAL OF MINUTES – SEPTEMBER 9, 2014**

The minutes from the meeting of September 9, 2014 were not yet available for review.

No further action was necessary at this time.

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

There were no bills or signing of checks.

No further action was necessary at this time.

**4. FINANCIAL MATTERS**

**A. BUDGET REVIEW – RESOLUTION NO. 2014-06**

The Executive Director reviewed the Fiscal Year 2015 Budget in detail, including certain adjustment in salaries. The administration of the telephone system has recently changed with the payroll clerk in Human Resources requiring an increase in hours from 18 to 25 hours in order to implement.

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

**RESOLVED AND VOTED:** Resolution No. 2014-06 To authorize and approve the MHA's Fiscal Year 2015 Budget as submitted and with adjustments as described and authorize the Chair and Executive Director to sign and submit required forms, certifications and documentation to the U.S. Department of Housing and Urban Development ("HUD") and the Massachusetts Department of Housing and Community Development ("DHCD").

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

Nays: None.

**B. L & H CONSTRUCTION, INC. ("L&H) – CHANGE ORDER NO. 1**

The Board considered a change order dated September 18, 2014 from L & H requesting an overall increase in the contract of 18.5% to repair unforeseen deterioration at the balcony edges discovered after the railings were removed. The increase in the contract is \$89,902.50 which is reimbursable through DHCD.

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 the Change Order No. 1 for the L & H contract in the sum of \$89,902.50 for balcony repairs and painting at Forestdale and submit the same to DHCD.

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

Nays: None.

**C. INSURANCE – REQUEST FOR PROPOSALS ("RFP")**

The Board examined a summary from MHA's insurance consultant, SG Risk Management Consulting ("SG Risk"), which included a table detailing the RFP responses from two (2) bidders as well as the details of the existing policy. It was recommended that Sullivan

Group be awarded MHA's insurance for FY 2015 in the total sum of \$291,462 as the most responsive and responsible bidder, including superior coverage for flood, wind and lead.

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 the award of property insurance to Sullivan Group for FY 2015 as the most responsive and responsible bidder and allow the Executive Director to contract with Sullivan Group for MHA's FY2015 insurance in the sum of \$291,462.

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

**Nays:** None.

**D. BOILER CONTROLS – RFP**

The Board perused a memorandum from Edward Fahey, Director of Modernization and Procurement, on the bids received for installation of boiler controls, underground wiring and cable work at the Newland Street development. Mr. Fahey recommended All-Tech Electrical in the sum of \$163,500 as the most responsive and responsible bidder.

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 installation of boiler controls, underground wiring and cable work at Newland Street to All-Tech Electrical in the sum of \$163,500 as the most responsive and responsible bidder and authorize the Executive Director to execute a contract.

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

**Nays:** None.

**E. STATE CAPITAL IMPROVEMENT PLAN ("CIP")**

The Board analyzed the five year CIP developed by the Director of Modernization and Procurement outlining various capital needs for submittal to DHCD.

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 the submittal of the five year CIP to DHCD.

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

Nays: None.

**F. LAMBRIAN CONSTRUCTION CORPORATION (“LAMBRIAN”) – INVOICE**

An invoice dated September 8, 2014 from Lambrian for water infiltration repairs to 557 Pleasant Street in the sum of \$101,840 was studied 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 approve and authorize payment to Lambrian in the sum of \$101,840 for exterior repairs to the east elevation at 557 Pleasant Street.

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

Nays: None.

**G. MARINO CONSTRUCTION (“MARINO”) – INVOICE**

The Board scrutinized an invoice dated August 22, 2014 in the sum of \$7,104 from Marino for construction at Rockland Avenue.

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 Marino in the sum of \$7,104 for construction at Rockland Avenue and submit the same to DHCD for reimbursement.

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

Nays: None.

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

Two (2) invoices from the Malden Police department were reviewed by the Board for details at Newland Street as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
09/09/2014	10021	\$1,316
09/11/2014	10035	<u>188</u>
	TOTAL	\$1,504

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

VOTED: To approve and authorize payment to the Malden Police

Department for above-mentioned invoices (2) in the total sum of \$1,504.

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

Nays: None.

**I. MALDEN YMCA – INVOICE**

An invoice dated July 31, 2014 from the Malden YMCA for the Newland Street After School Program in the sum of \$2,950.18 was reviewed by the Board. Upon request, Frank M. Molis and Joan Chiasson were allowed to abstain from voting.

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 Malden YMCA in the sum of \$2,950.18 for the Newland Street After School Program.

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

Abstain: Frank M. Molis and Joan M. Chiasson.

Nays: None.

**J. MALDEN YMCA – INVOICES (2)**

The Board perused two (2) invoices in the sums of \$1,243.97 (July 2014) and \$1,181.77 (August 2014) from the Malden YMCA for transportation services. Upon request, Frank M. Molis and Joan Chiasson were allowed to abstain from voting.

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 payment to the Malden YMCA in the total sum of \$2,425.74 for July and August transportation services.

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

Abstain: Frank M. Molis and Joan M. Chiasson.

Nays: None.

**K. URBAN AIR – INVOICES (2)**

An invoice dated September 23, 2014 from Urban Air in the sum of \$2,100 for monthly information technology ("IT") services was reviewed by the Board together with an additional invoice for upgrades for wireless access in the sum of \$2,400 for each 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 Urban Air in the total sum of \$4,500 for monthly IT services and upgrades to the wireless access system.

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

Nays: None.

**L. INDEMNIFICATION OF SUPERIOR COURT ACTION**

Attorney Callaghan informed the Board of a Superior Court lawsuit against Diane Cohen, MHA's hearing officer as an independent contractor. A dissatisfied applicant has filed the lawsuit against Ms. Cohen, individually, and MHA is not a party to the lawsuit. The Complaint is unclear and confusing and requires clarification.

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 Attorney Callaghan to represent Diane Cohen in defending the Superior Court lawsuit filed by Ms. Landers, reserving any indemnification of a judgment against Ms. Cohen until all of the facts and evidence are determined.

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

Nays: None.

**M. ROCA INC. ("ROCA") – INVOICE**

The Board reviewed an invoice dated September 10, 2014 from Roca in the sum of \$1,860 for monthly custodial maintenance.

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 Roca in the sum of \$1,860.00 for monthly maintenance.

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

Nays: None.

**N. LAUNDRY MACHINES – RFP**

The Board scrutinized a summary of the bids for providing laundry machines for the use of MHA tenants. Mac-Gray's bid provides for MHA to receive all revenue after the first \$8,500 in revenue is received.

The Executive Director recommended Mac-Gray as the most responsive and responsible bidder.

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 contracting with Mac-Gray as the most responsive and responsible bidder for the provision of laundry machines for MHA tenants.

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

Nays: None.

**5. POLICIES**

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

VOTED: To approve and authorize the contribution of \$500 to the MHA Outreach Program.

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

Nays: None.

7. CORRESPONDENCE AND NEWSLETTERS

None.

8. OPEN DISCUSSION

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ("HUD") –  
VIDEO PRODUCTION

The Executive Director shared information from Jonathan Barkan, Executive Producer/Director for HUD's training video and his request to attend a Board meeting and video.

No further action was necessary at this time.

ADJOURNMENT


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

VOTED: To adjourn.

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

Nays: None.

Adjourned at 6:35 PM

  
~~George Bayers~~, Secretary  
FRANCIS C. BOUDROW