

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 8, 2015 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 Joan M. Chiasson and Barbara A. Purcell

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

ALSO PRESENT: Karen Hayes, Mayor's Office

1. APPROVAL OF MINUTES – AUGUST 25, 2015

The minutes of August 25, 2015 were not received by the Board in time for review and were held until the next meeting.

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board was presented the list of bills and checks 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 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.

3. FINANCIAL MATTERS

A. FISCAL YEAR 2016 BUDGET

The Executive Director explained he is working with Howard L. Gordon, CPA to formulate the budget based on certain projections. Performance-based raises were discussed by the Executive Director as a future consideration. The proposed Fiscal Year 2016 Budget will be presented shortly with Mr. Gordon expecting to be present at the next meeting.

No further action was necessary at this time.

B. DIANE COHEN ("COHEN") – INVOICE

The Board examined an invoice dated September 1, 2015 for the months of July and August 2015 from Cohen for services in the sum of \$2,400, including hearing officer duties and Admissions and Continued Occupancy ("ACOP") consulting.

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 payment to Cohen in the sum of \$2,400 for hearing officer services and ACOP consulting.

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

Nays: None.

C. S.G. RISK MANAGEMENT CONSULTING ("S. G. RISK") – INVOICE

An invoice dated September 1, 2015 from S.G. Risk for August insurance consulting services in the sum of \$1,466.25 was scrutinized by the Board.

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

VOTED: To authorize and approve payment to S.G. Risk in the sum of \$1,466.25 for insurance consulting services.

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

Nays: None.

D. TARGET CONSTRUCTION, LLC ("TARGET") – CHANGE ORDER, INVOICE AND CERTIFICATE OF SUBSTANTIAL COMPLETION

The Board considered the following from Target:

<u>Title</u>	<u>Dated</u>	<u>Amount</u>	<u>Description</u>
Change Order No. 2	08/31/2015	(- \$9,696)	Decrease contract sum
Invoice and Certificate of Final Completion	08/31/2015	16,173.00	
Certificate of Substantial Completion	08/31/2015	N/A	

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

VOTED: To approve and authorize the following:

- Accept and approve Change Order No. 2 (- \$9,696);
- Payment of invoice and accept and approve Certificate of Final Completion in the sum of \$16,173;
- Accept and approve Certificate of Substantial Completion; and

submit all to the Massachusetts Department of Housing and Community Development ("DHCD").

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

Nays: None.

E. CBI CONSULTING, INC. ("CBI") – INVOICE

The Board perused an invoice dated August 24, 2015 in the sum of \$429 from CBI for design services for the Clement Street renovations. The Executive Director reminded the Board the invoice will be sent to DHCD for reimbursement.

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 \$429 for design services for the Clement Street renovations and submit to DHCD for reimbursement.

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

Nays: None.

F. CBI – INVOICE

An invoice dated August 24, 2015 in the sum of \$1,312.50 from CBI for construction documents for the Newland Street Accessibility Project was analyzed 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 CBI in the sum of \$1,312.50 for the Newland Street Accessibility Project.

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

Nays: None.

G. CBI – INVOICE

The Board studied an invoice dated August 27, 2015 in the sum of \$2,000 from CBI for final reports on the 630 Salem Street deck investigation and report.

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 CBI in the sum of \$2,000 on the 630 Salem Street deck investigation.

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

Nays: None.

H. JUPITER ELECTRIC INC. ("JUPITER") – CHANGE ORDER

Change Order No. 1 from Jupiter and dated August 17, 2015 in the sum of \$4,959.48 for the replacement of light fixtures and installations of circuit breakers at Springdale was perused by 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 and authorize Change Order No. 1 to Jupiter in the sum of \$4,959.48 for the replacement of light fixtures and circuit breakers at Springdale and submit to DHCD for approval.

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

Nays: None.

I. DECLARATION OF TRUST

The Executive Director presented a Declaration of Trust to be recorded at the Registry of Deeds establishing MHA's granting of a beneficial interest in its real estate to the U.S. Department of Housing and Urban Development ("HUD") to secure the modernization grant effective April 13, 2015.

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 execution and recording of a Declaration of Trust for HUD's benefit.

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

Abstain: Francis C. Boudrow

Nays: None.

4. POLICIES

A. PERSONNEL POLICY

The Executive Director discussed the redrafted MHA Personnel Policy and noted the changes would be discussed at the next meeting.

No further action was necessary.

5. CHARITABLE REQUESTS

A. MYSTIC VALLEY ELDER SERVICES ("MVES")

A flyer from MVES for the celebration of its 40th anniversary at the Montvale Plaza on Thursday October 1, 2015 was considered by the Board.

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

VOTED: To authorize and approve a \$100 donation to MVES in celebration of its 40th anniversary celebration.

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

Nays: None.

B. BREAD OF LIFE

A solicitation from the Bread of Life seeking support for the 23rd Annual Bread of Life Walk for Bread and 5k Run was reviewed.

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 a donation in the sum of \$100 to Bread of Life.

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

Nays: None.

6. CORRESPONDENCE AND NEWSLETTERS

- Letter from U.S. Department of Housing and Urban Development approving MHA's Five Year and Annual Plan Submission for FY 2015
- Mass/NAHRO Board Member Certification Program

7. OPEN DISCUSSION

None

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 5:35 PM

Barbara Purcell
~~Francis C. Boudrow~~, Secretary *acting*
BARBARA Purcell,