

MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority ("MHA") was held on Tuesday, September 9, 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: Howard L. Gordon, CPA and Karen Hayes, Mayor's Office

1. FISCAL YEAR 2015 BUDGET

The Executive Director introduced Howard L. Gordon, CPA and explained that Mr. Gordon continues to work on the budget which is approximately 95% complete. The Executive Director recommended an overall 3.5% percent wage increase for employees with several increased amounts based on special circumstances. The budget eliminates four positions for a total budget reduction of \$317,000 and the addition of four new positions for a total of \$74,000, resulting in a net savings in budgeted positions of \$243,000.

Howard L. Gordon discussed the budget and the increased interest to be paid under the Energy Performance Contract bond which will be offset by the utility subsidy from the U.S. Department of Housing and Urban Development ("HUD") together with a decrease in water expenditure. Unfortunately, it is unclear as to what the Federal and State subsidies will be for the upcoming budget year and it is expected that these amounts will need to initially be estimated.

No further action was necessary at this time.

2. APPROVAL OF MINUTES – AUGUST 12, 2014 AND AUGUST 26, 2014

The minutes from the previous meetings of August 12, 2014 and August 26, 2014 were studied by the Board.

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

VOTED: To approve the minutes of August 12, 2014 and August 26, 2014
as submitted.

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

Nays: None.

3. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the bills and checks and after due discussion and upon motion duly made by Joan M. Chiasson, and seconded by Frank M. Molis, it was unanimously

VOTED: To approve the bills and signing of checks as submitted.

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

Nays: None.

4. FINANCIAL MATTERS

A. MHA CREDIT CARD APPLICATION RESOLUTION NO. 2014-5

The Board had previously approved MHA's business credit card issued in partnership with East Boston Savings Bank to pay certain vendors who do not accept purchase orders and later payment, as well as for travel and meals at professional conferences. Edward Fahey, Director of Modernization and Procurement presented the Board with the application. It was explained that there would be a \$50,000 credit limit with oversight controls, including itemized, individual statements on the credit cards issued.

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

RESOLVED AND VOTED: Resolution No. 2014-5 To approve the credit card application and submit the same with credit cards being issued to key employees of MHA.

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

Nays: None.

B. MYSTIC VALLEY ELDER SERVICES ("MVES") – MEMORANDUM OF UNDERSTANDING

The Executive Director presented a draft Memorandum of Understanding between MVES and MHA for the provision of State funded supportive services program to residents at 630 Salem Street. It was explained that the previous program of supportive services at 630 Salem Street was a significant benefit to many tenants, particularly elderly.

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

VOTED: To approve and authorize the Executive Director to enter into a Memorandum of Understanding with MVES for the provision of resident supportive services.

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

Nays: None.

C. GAFFNEY GROUP ("GAFFNEY") – INVOICE

An invoice dated September 3, 2014 from Gaffny in the sum of \$6,602.75 including a 10% allowable markup 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 Frank M. Molis and seconded by George N. Bayers, it was unanimously

VOTED: To approve and authorize payment in the sum of \$6,602.75 to Gaffny for consulting and engineering services.

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

Nays: None.

D. MVES – INVOICE

The Board considered an invoice dated September 4, 2014 in the sum of \$13,906.47 for resident service coordinators at the various developments for the month of August 2014.

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 MVES in the sum of \$13,906.47 for resident service coordinators for the month of August 2014.

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

Nays: None.

E. CBI CONSULTING INC. ("CBI") – INVOICES (3)

An invoice dated August 28, 2014 in the sum of \$13,560 from CBI for engineering services for the execution of the contract for the Clement Street renovations was analyzed by the Board. The Executive Director reminded the Board the invoice will be submitted to U.S. Department of Housing and Community Development ("DHCD") for payment.

Two (2) additional invoices dated August 28, 2014 from CBI for accessibility construction administration close out at 630 Salem Street in the sum of \$1,305 and construction documents in the sum of \$5,250 at 275 Newland Street were reviewed by the Board.

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 payment to CBI in the sum of \$13,560 for Clement Street to be submitted to DHCD for payment; to approve and authorize payment of \$1,305 for 630 Salem Street; and approve and authorize payment in the sum of \$5,250 for 275 Newland Street.

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

Nays: None.

F. MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

The Board scrutinized an invoice dated September 2, 2014 from GIC for MHA's health insurance premiums for employees, retirees and survivors for the period July 1, 2014 to September 30, 2014 in the sum of \$221,069.62.

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 GIC for health insurance premiums in the sum of \$221,069.62 for the period July 1, 2014 to September 30, 2014.

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

Nays: None.

G. URBAN AIR INC. ("URBAN AIR") – INVOICE

An invoice dated August 26, 2014 from Urban Air in the sum of \$2,100 for monthly information technology ("IT") services was examined 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 approve and authorize payment in the sum of \$2,100 to Urban Air for monthly IT services.

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

Nays: None.

H. MALDEN YMCA – INVOICE

The Board perused an invoice dated June 1, 2014 from the Malden YMCA for transportation services for the month of June 2014 in the sum of \$1,275.06.

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 sum of \$1,276.05 for transportation services for the month of June 2014.

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

Abstain: Frank M. Molis and Joan M. Chiasson

Nays: None.

I. MALDEN YMCA – INVOICE

An invoice dated June 30, 2014 from the Malden YMCA for the Newland Street After School Program in the sum of \$2,105.58 was considered by the Board.

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 sum of \$2,105.58 for the Newland Street After School Program.

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

Abstain: Frank M. Molis and Joan M. Chiasson

Nays: None.

J. SG RISK MANAGEMENT CONSULTING – INVOICE

The Board was presented with an invoice from SG Risk dated September 2, 2014 in the sum of \$1,381.25 for insurance consulting services.

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 SG Risk in the sum of \$1,381.25 for insurance consulting services.

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

Nays: None.

K. DIANE COHEN – INVOICE

An invoice dated August 31, 2014 from Diane Cohen for consulting services as MHA's hearing officer in the sum of \$2,450 was analyzed by the Board.

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 payment to Diane Cohen for consulting services in the sum of \$2,450.

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

Nays: None.

L. MALDEN POLICE DEPARTMENT – INVOICE

The Board reviewed an invoice from the Malden Police Department, in the amount of \$1,504 for police details with the vast majority at the Newland Street 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 the Malden Police Department in the sum of \$1,504 for police details.

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

Nays: None.

5. POLICIES

A. STATE GRIEVANCE PROCEDURE AND PRIVATE CONFERENCE POLICY

The Executive Director informed the Board that the current State Grievance and Private Conference policies are unclear and recommends that the Board review and adopt the policies as presented.

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 adopt the Grievance Procedure and Private Conference policies for State public housing and voucher programs.

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

Nays: None.

B. MOTIVATION, INC. – PROPOSAL

The Board considered a proposal from Motivation, Inc. to provide Section 3 training and compliance management services in the sum of \$20,000 after a \$5,000 credit is applied.

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 the contract with Motivation, Inc. for Section 3 training and compliance management services in the sum of \$20,000.

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

Nays: None.

C. MHA PERSONNEL POLICY

The Executive Director expressed the hope that MHA's Personnel Policy could be taken up at the first meeting in October to allow the Board members and staff to comment on the draft.

No further action was necessary at this time.

D. MHA PROCUREMENT POLICY

The Executive Director explained that the previous MHA Procurement Policy authorized certain employees to be issued a VISA credit card, but MHA has additional credit cards for certain vendors, including gasoline and Lowe's. There is the need to amend the MHA Procurement policy to include the additional credit cards.

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 Executive Director to amend the MHA Procurement policy to allow certain staff positions, as delineated, to be issued credit cards.

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

Nays: None.

6. **CHARITABLE REQUESTS**

A. The Board received a thank you note from Project Triangle.

No further action was necessary at this time.

B. **BREAD OF LIFE**

A solicitation from the Bread of Life seeking support for the 22nd Annual Bread of Life Walk for Bread and 5k Run was reviewed.

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 a donation in the sum of \$50 to Bread of Life.

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

Nays: None.

7. **CORRESPONDENCE AND NEWSLETTERS**

A. None

8. **OPEN DISCUSSION**

A. None

ADJOURNMENT


After due discussion and upon motion duly made by Frank M. Molis and seconded by Joan M. Chiasson, 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 6:05 PM


George Bayers, Secretary
FRANCIS C BOUDROW