

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on February 14, 2023, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: John P. Matheson and William P. Hurley

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REMOTELY: Joan M. Chiasson and Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey, and Thomas P. Callaghan, Jr. Esq.

GUESTS ATTENDING: Karin Nystrom

1. APPROVAL OF MINUTES

None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board reviewed the Massachusetts Rental Voucher Program ("MRVP") and Section 8 payments for the month of November 2022, totaling \$1,412,035.36, and the Revolving Fund payments for the month of November 2022, totaling \$468,937.85.

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

VOTED: To approve the bills and signing of checks for November 2022.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

3. FINANCIAL MATTERS

A. ELIOT COMMUNITY HUMAN SERVICES ("ELIOT") – ANNUAL LEASE RENEWAL

The Board scrutinized the 689 Program annual lease renewal with Eliot for 14 Clement Street at the monthly rent of \$4,224.40 and considered authorizing the Executive Director to sign and submit the renewal for full execution.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve a one-year renewal and extension of the lease with Eliot on 14 Clement Street at the monthly rent of \$4,224.40 and authorize the Executive Director to sign the lease renewal and submit the same for full execution.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

B. YMCA – INVOICE

The Board analyzed an invoice from the Malden YMCA in the amount of \$4,166.67 for the provision of HUD-assisted Public Housing family memberships for the month of January 2023, with payment to be made by the COCC.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment of the invoice from the YMCA in the amount of \$4,166.67 for the provision of HUD-assisted public housing family memberships for the month of January 2023, with payment to be made by the COCC.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

C. DIANE COHEN - INVOICE

The Board examined an invoice dated February 2, 2023 from Diane Cohen in the amount of \$750.00 for the provision of professional consulting services to MHA's occupancy and FSS program staff, with payment to be made by the HUD-assisted public housing program, the FSS program, and the COCC.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment of the invoice from Diane Cohen in the amount of \$750.00 for the provision of professional consulting services to MHA's occupancy and FSS program staff, with payment to be made by the HUD-assisted public housing program, the FSS program, and the COCC.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

D. SG RISK MANAGEMENT CONSULTING ("SG") – INVOICE

The Board considered an invoice from SG dated February 2, 2023 in the amount of \$760.00 for the provision of professional insurance consulting services, with payment to be made as allocated to the cost centers noted on the invoice.

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

VOTED: To approve and authorize payment of the invoice from SG in the amount of \$760.000 for the provision of professional insurance consulting services, with payment to be made as allocated to the cost centers noted on the invoice.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

E. JAMES HENNESSEY – INVOICES (2)

The Board reviewed two (2) invoices both dated February 8, 2023 from James Hennessey totaling \$1,395.00, the first in the amount of \$810.00 for the completion of a state public housing private conference and the second in the amount of \$585.00 for the completion of state public housing inspections, with payment of each invoice to be made either by the state program or the COCC.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and authorize payment of the invoices in the total amount of \$1,395.00 for the completion of a state public housing private conference and the completion of state public housing inspections, with payment of each invoice to be made either by the state program or the COCC.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

F. MALDEN POLICE DEPARTMENT – INVOICES (9)

The Board studied nine (9) invoices from the Malden Police Department in the total amount of \$4,992.79 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
1/25/2023	28336	\$619.26

1/27/2023	28356	\$928.89
1/27/2023	28366	\$348.34
1/31/2023	28370	\$309.63
2/1/2023	28394	\$928.89
2/3/2023	28426	\$309.63
2/6/2023	28434	\$619.26
2/7/2023	28445	\$619.26
2/8/2023	28455	\$309.63
	TOTAL	<u>\$4,992.79</u>

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize payment of the nine (9) invoices from the Malden Police Department in the total sum of \$4,992.79 for detail coverage at various MHA developments, with costs allocated to the AMPS served.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

G. MYSTIC VALLEY ELDER SERVICES ("MVES") – INVOICE

The Board perused an invoice from MVES in the amount of \$15,027.37 for the provision of onsite resident coordinator services at AMPs 2, 4, 5, and 6 for the month of January 2023.

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

VOTED: To approve and authorize payment of the invoice from MVES in the sum of \$15,027.37 for the provision of resident coordinator services at AMPs 2, 4, 5, and 6 for the month of January 2023.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

H. MAINTENANCE STAFF – PERSONAL DAY

The Board weighed the possibility of awarding one (1) personal day to be taken with supervisor approval to each maintenance staff member who worked on an overtime basis during the weekend of February 3-5, 2023, as itemized in an email from John Moreschi to Stephen G. Finn dated February 6,

2023, in appreciation of their continuing dedication, commitment, and service to MHA's HUD and state-assisted public housing families.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and authorize the awarding of one (1) personal day to be taken with supervisor approval to each maintenance staff member who worked on an overtime basis during the weekend of February 3-5, 2023.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

I. EXECUTIVE DIRECTOR'S DELEGATION OF PROCUREMENT AUTHORITY

The Board evaluated approving and confirming the Executive Director's revised delegation of procurement authority and credit card authorization to designated MHA employees pursuant to MHA's procurement policy.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve and confirm the Executive Director's revised delegation of procurement authority and credit card authorization to designated MHA employees pursuant to MHA's procurement policy.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

J. FAMILY SELF-SUFFICIENCY ("FSS") – STIPENDS (3)

The Board considered approving to pay three (3) annual stipends, each in the amount of \$5,000.00 and retroactively dated to January 1, 2023, to be paid in monthly installments to the Section 8 Program Director, Yolanda Velazquez; the Public Housing Manager, Sherry Hall; and the Finance Director, Carla Svendsen, for providing monthly and quarterly programmatic support and financial oversight to MHA's FSS program staff.

After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize the payment of three (3) annual stipends, each in the amount of \$5,000.00 and retroactively dated to January 1, 2023, to be paid in monthly installments to Section 8 Program Director, Yolanda Velazquez; Public Housing Manager, Sherry Hall; and Finance

Director, Carla Svendsen, for providing monthly and quarterly programmatic support and financial oversight to MHA's FSS program.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

K. DONATION – DIANE ROTONDI

The Board discussed making a donation in the amount of \$100.00 in memory of the sister, Diane Rotondi, of former MHA HQS Inspector, Robert Rotondi ("Bob"), instead of the usual \$50.00 donation allowed under MHA's current personnel policy, in honor of Bob's service as a longtime member of MassNAHRO's Scholarship Committee and the special consideration MHA employees' children received as scholarship recipients during that time.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize the issuance of a \$100.00 donation to be paid by the COCC in memory of Bob's sister, Diane, instead of the usual \$50.00 donation allowed under MHA's current personnel policy.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

L. FORESTDALE 667-1 LOAD CENTER REPLACEMENT PROJECT – SCOPE AND SCHEDULE

The Board debated approving the Forestdale 667-1 load center/electric service replacement project's scope and schedule, at a construction cost of \$225,000.00 with a project timeline of nine (9) months, and to authorize the Executive Director to sign and submit the same to CapHub and to pay all invoices from the state program up to the amount of the Board's approval and to process all project documentation.

After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize the Forestdale 667-1 load center replacement project's scope and schedule, at a construction cost of \$225,000.00 with a project timeline of nine (9) months, and to authorize the Executive Director to sign and submit the same to CapHub and to pay all invoices from the state program up to the amount of the Board's approval and to process all project documentation.

Ayes: Mark A. Lawhorne, William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

At this point, Mark A. Lawhorne left the meeting.

4. POLICIES AND CONTRACTS

A. STATE PUBLIC HOUSING PROGRAM – SNOW REMOVAL POLICY

The Executive Director presented MHA's state public housing program's snow removal policy for approval and adoption.

After due discussion and upon motion duly made by John P. Matheson and seconded by Joan M. Chiasson, it was unanimously

VOTED: To approve and adopt MHA's state public housing program's snow removal policy.

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

B. PERSONNEL POLICY – COMMISSIONER AND STAFF TRAINING AND CONFERENCE ATTENDANCE

The Board discussed MHA's personnel policy's provisions relating to commissioner staff training and conference attendance eligible costs.

For informational purposes only at this time.

5. REVIEW OF CHARITABLE REQUESTS

None

6. CORRESPONDENCE, PUBLICATIONS, AND COMMUNICATIONS

None

7. CAPITAL INVOICES AND REQUISITIONS

The following invoices, purchase/task orders, and project-related documentation were provided to the Board for informational purposes only:

- Submission of the first requisition for payment from the Deiulis Brothers for the ModPhase GC project to CapHub for processing;
- Project invoice in the amount of \$13,750.00 from MK Architecture for the AMP 1 window/siding design/bid-award, for which the contract approval is \$550,000.00;

- Submission of the Socotect ModPhase design project invoice #36087 in the amount of \$15,250, for which the contract approval is \$760,580.00, to CapHub for processing;
- WDG Linden basement water remediation design project invoice in the amount of \$9,276.00, for which there is a contract approval after the first change order in the amount of \$68,140.00;
- Homes AMP 1 window-siding project schedule of values; and
- MJS Linden water remediation invoice in the amount of \$105,802.94 for which the contract approval is \$309,841.52.

8. TRAINING AND CONFERENCES

The following invoices, purchase/task orders, and training/conference-related documentation were supplied to the Board for informational purposes only:

- MassNAHRO Spring Conference, April 2-4, 2023, Waltham, MA, registration and hotel information along with a program book gold ad in the amount of \$125.00;
- Nelrod Public Housing Occupancy Training for three occupancy staff;
- MRI PIC training for two (2) FSS program staff; and
- New England Resident Service Coordinators Conference travel and attendance and all eligible costs for two (2) FSS program staff.

9. OPEN DISCUSSION

A. OTHER

The Board discussed the scheduling of the next meeting of the Board, and all agreed to schedule the next meeting for February 27, 2023.

ADJOURNMENT

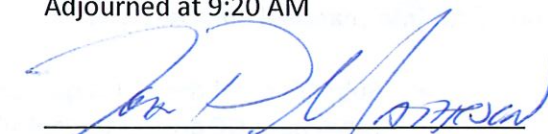
After due discussion and upon motion duly made by Joan M. Chiasson and seconded by John P. Matheson, it was unanimously

VOTED: To adjourn

Ayes: William P. Hurley, John P. Matheson, and Joan M. Chiasson

Nays: None

Adjourned at 9:20 AM


John P. Matheson, Acting Secretary