

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on March 28, 2023 at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

COMMISSIONERS ATTENDING: William P. Hurley, John P. Matheson and Karin Nystrom

COMMISSIONERS ATTENDING REMOTELY: Joan M. Chiasson and Mark A. Lawhorne,

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

1. APPROVAL OF MINUTES

None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None

3. FINANCIAL MATTERS

A. BCM—INVOICE

The Board reviewed a quote in the amount of \$23,686.60 from BCM Systems dated March 9, 2023 to replace eight (8) IT systems security switches at various AMPs.

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 quote in the amount of \$23,368.60 from BCM Controls and issue a task order to the company to replace eight (8) IT system switches and authorize the Executive Director to sign the quote.

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

Nays: None

B. MATTRESS RECYCLING AND DISPOSAL

The Board scrutinized a proposal presented by the Modernization/Procurement Director outlining the bids for mattress and box spring recycle and disposal services in the amount of \$45 per mattress for recycling and \$65 per mattress for disposal.

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

VOTED: To approve the ABH Services as the most responsive and reasonable respondent for mattress recycling and disposal and to authorize the Executive Director to contract with the Company for one (1) year with discretion to extend the contract for up to four (4) additional and consecutive one (1) year terms with payment to be allocated against the federal state programs, with the COCC enabled to also pay state program cost.

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

Nays: None

C. PHOENIX COMMUNICATIONS – INVOICE

The Board perused a quote from Phoenix Communications, dated March 17, 2023, in the amount of \$9,150 for fiber line repairs to sustain the integrity and security of MHA's IT system.

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 pay the invoice in the amount of \$9,150 from Phoenix Communications for the fiber line repairs.

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

Nays: None

D. YMCA INVOICE

The Board examined an invoice from the YMCA in the amount of \$1,922.84, dated February 28, 2023, for the Newland After School Program.

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

VOTED: To approve the payment of an invoice in the amount of \$1,922.84 for the After School Program at the Newland Development, with payment allocated to AMP 1.

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

Nays: None

Commissioner Matheson joined the Meeting

E. COMMONWEALTH OF MASSACHUSETTS GROUP INSURANCE COMMISSION ("GIC") – INVOICE

The Board studied an invoice from GIC in the amount of \$5,461.11 for administrative expenses for fiscal year 2022.

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

VOTED: To approve and authorize payment to GIC in the sum of \$5,461.11 with cost allocated by the Finance Director.

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

Nays: None

F. MASSACHUSETTS DEPARTMENT OF LABOR STANDARDS ("MA LABOR") – WAGE RATE

The Board analyzed MA Labor's minimum wage rates, dated March 15, 2023, for MHA Maintenance Staff for the period April 1, 2023 to March 31, 2024.

After due discussion and upon motion duly made by Karin Nystrom and seconded by John P. Matheson, it was unanimously

VOTED: To accept and adopt MA Labor's minimum wage rates for the period from April 1, 2023 to March 31, 2024 and to authorize the Executive Director to adjust all positional salaries that do not match the minimum wage rates effective as of April 1, 2023.

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

Nays: None

G. CREDIT CARD USE

The Board received a request from the Executive Director to delegate procurement authority and credit card use to the Human Resource Director, Raul Campillo, in the amount of \$10,000 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 delegation of procurement authority and credit card use to the Human Resource Director in the amount of \$10,000 in accordance with MHA's Procurement Policy.

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

Nays: None

H. MALDEN POLICE INVOICES - (4)

The Board studied four (4) invoices from the Malden Police Department in the total amount of \$5,263.71 as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
3/7/2023	28663	\$1,238.52
3/15/2023	28692	\$2,167.41
3/22/2023	28717	\$1,548.15
3/23/2023	28742	\$309.63
	TOTAL	<u>\$5,263.71</u>

After due discussion and upon motion duly made by Karin Nystrom and seconded by John P. Matheson, it was unanimously

VOTED: To approve and authorize the payment of the four (4) invoices from the Malden Police Department in the total sum of \$5,263.71 for detail coverages at various MHA developments with costs allocated to the AMPs served.

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

Nays: None

4. POLICES AND CONTRACTS

A. MHA POLICIES

The Executive Director explained the need for reaffirmation, ratification and adoption of all MHA policies required to be included in MHA's FY2024 Department of Housing and Community Development ("DHCD") Annual Plan process. It was noted there were no material revisions to the policies other than to make all the dates current.

The relevant policies are as follows:

- i) Capitalization Policy
- ii) State Rental Collection Policy
- iii) State Grievance Policy
- iv) State Private Conference Policy
- v) Procurement Policy
- vi) Personal Policy
- vii) State Program Language Access Plan
- viii) Fair Housing Marketing Plan
- ix) Reasonable Accommodation/Modification Policy & Procedures

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

VOTED: To reaffirm, ratify and adopt the above-listed MHA policies.

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

Nays: None

5. REVIEW OF CHARTIABLE REQUESTS:

A. MALDEN YOUTH BASEBALL, INC. – DONATION REQUEST

A request for a donation from Malden Youth Baseball, Inc. was considered by the Board.

After due discussion and upon motion duly made by John P. Matheson and seconded by Mark A. Lawhorne that a \$200 donation be made, it was unanimously

VOTED: To donate \$200 to Malden Youth Baseball, Inc. from the COCC

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

A. MALDEN COMMUNITY PRESERVATION COMMITTEE – MHA APPOINTMENT

The issue of MHA's appointment to the Malden Community Preservation Committee (CPC) was presented to the Board with a need for a Commissioner to serve on the CPC as MHA's designee.

For informational purposes only at this time.

B. ADELAIDE BREED BAYRD FOUNDATION

A grant letter in the amount of \$68,000 from the Adelaide Breed Bayrd Foundation to Agassiz Village to provide summer camper scholarships to MHA and other Malden children was transmitted.

For informational purposes only.

7. CAPITAL INVOICES AND REQUISITIONS

A. REVIEW OF APPROVED FOR PAYMENT CAPITAL PROJECT INVOICES, REQUISITIONS FOR PAYMENT AND ALL OTHER APPLICABLE PROJECT DOCUMENTATION

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

- Two (2) Socotec Design invoices in the amounts of \$2,150 and \$5,375 for 120 Mountain Ave;
- Deiulis Brother's invoice in the amount of \$39,109.60 for the Forestdale Modphase project submitted to DHCD/CapHub;
- Michael Kim Architecture's two (2) invoices in the sums of \$5,500 and \$7,480 for engineering on the window and siding replacement project for AMPs 1 and 2;

- ii) Suffolk Manor—Electrification of residential stove use and abandonment of residential gas service
- b) Set Dates for RAB AND PHA Plan/DHCD Annual Plan Public Meetings
 - Rab meeting set for May 9, 2023 8:30 AM
 - PHA Public Hearing Meeting set for June 6, 2023 8:30 AM

ADJOURNMENT

After due discussion and upon motion duly made by John P. Matheson and seconded by Karin Nystrom, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:11 AM


Joan M. Chiasson, Secretary