

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on April 25, 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, Joan M. Chiasson and Karin Nystrom

COMMISSIONERS ATTENDING REMOTELY: Mark A. Lawhorne

MHA STAFF: Stephen G. Finn, Edward J. Fahey and Deborah A. Lungo

MHA STAFF ATTENDING REMOTELY: Thomas P. Callaghan, Jr. Esq.

1. APPROVAL OF MINUTES

The Board reviewed the minutes of March 14, 2023.

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

VOTED: To approve the minutes of March 14, 2023

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

None

3. FINANCIAL MATTERS

A. REVIEW OF COMPARATIVE FINANCIALS FOR JANUARY 2023

The Executive Director presented MHA's Comparative Financial Statements for January 2023 to the Boar for review and edification.

B. COMMUNITY PRESERVATION COMMITTEE

The Executive Director sought confirmation of the poll approval received for Commissioner Mark Lawhorne to serve as MHA's Board Member representative to Malden Community Preservation Committee.

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

VOTED: To confirm poll approval the selection of Commissioner Mark A. Lawhorne as MHA's Designated Member of the City of Malden's Community Preservation Committee.

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

Nays: None

C. LINDA BRUCE RETIREMENT

The Executive Director requested confirmation of poll approval received to authorize Public Housing Director, Jennifer Carlson, to use her MHA credit card to take Administrative and Suffolk Manor maintenance staff to a luncheon in honor of and purchase and present a plaque to Linda Bruce to celebrate her service to MHA and our public housing families upon her retirement.

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

VOTED: To confirm the approval of Public Housing Director Jennifer Carlson to use the MHA's credit card to take administrative and maintenance staff out to lunch and purchase and present a plaque in honor of Linda Bruce's retirement.

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

Nays: None

D. DHCD FINANCIAL ASSISTANCE AWARD

The Board reviewed DHCD's revised Contract for Financial Assistance (CFA) increasing the award in the amount of \$213,249 for a new total of \$21,801,180.39.

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 the Board Chairperson William P. Hurley to sign DHCD's revised Contract for Financial Assistance increasing the

award in the amount of \$213,249 for a new total of \$21,801,180.39 and submit to DHCD electronically through DocuSign.

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

Nays: None

E. DHCD ANNUAL PLAN

The Board reviewed MHA's proposed FY2024 DHCD Annual Plan inclusive of Capital Improvement Plan and all other elements.

No vote was necessary at this time.

F. BCM CONTROLS- INVOICE

An invoice from BCM Controls was presented to the board for their review in the amount of \$1,293.12 for work completed at 557 Pleasant Street for an additional (5) five cameras.

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

VOTED: To approve the invoice number 10646-1 dated December 25, 2022, in the amount of \$1,293.12 to install (5) five additional cameras at 557 Pleasant Street with payment to be made by AMP 5.

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

Nays: None

G. HOMER CONTRACTING --CHANGE ORDER

The Board scrutinized a change order from Homer Contracting in the amount of \$94,000 for additional work to be completed at AMP 1.

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

VOTED: To approve the change order in the amount of \$94,000 from Homer Contracting for additional work to be completed on the AMP 1 window and siding replacement project with cost to be paid by the CFP.

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

Nays: None

H. SPRINGDALE FIRE ALARM – BID PROPOSAL

The Board reviewed a bid proposal in the amount of \$106,900 from Jupiter Electric for a fire alarm upgrade at Springdale Development.

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

VOTED: To approve the responsible low bid award in the amount of \$106,900 on the Springdale Fire Alarm Replacement project from Jupiter Electric and to Authorize the Executive Director to contract with the Company in that amount with payment to be made up to that amount by the state program through CapHub.

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

Nays: None

8:51 AM Mark Lawhorne joined the meeting.

I. YMCA – INVOICES (2)

The Board examined two (2) invoices from the YMCA in the total amount of \$4,994.30 as follow:

<u>Dated</u>	<u>Service Rendered</u>	<u>Amount</u>
3/31/2023	Provision of after-school Program services at Linden	\$2,249.02
	Provision of after-school Program services at Newland	<u>\$2,745.28</u>
	TOTAL	<u>\$4,994.30</u>

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 payment of the two invoices from the YMCA in the total amount of \$2,249.02 for the provision of after-school services at Linden and \$2,745.28 for the provision of after school program services at Newland, both costs to be paid by AMP 1.

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

Nays: None

J. MASS NAHRO-INVOICE

The Board reviewed an invoice in the amount of \$499.60 and an updated RCAT Participation Agreement for the annual renewal of DHCD CHAMP Assistance Team Maintenance services.

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

VOTED: To approve payment of MassNAHRO's invoice in the amount of \$499.20 for the annual renewal of DHCD CHAMP Assistance Team Maintenance services with cost paid by the state program or COCC and Authorization for the Executive Director to sign and return the updated RCAT Participation Agreement.

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

Nays: None

K. MALDEN POLICE DEPARTMENT – INVOICES (2)

The Board examined two (2) invoices from the Malden Police Department in the total amount of \$3,096.30 as follow:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
4/10/2023	28,881	\$ 619.26
4/20/2023	28,926	<u>2,477.04</u>
	TOTAL	<u>\$3,096.30</u>

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

VOTED: To approve and authorize payment of the two (2) invoices from the Malden Police Department in the total sum of \$3,096.30 with cost paid by the AMPs served.

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

Nays: None

4. POLICIES AND CONTRACTS

a. The Revision of the Hiring Policy contained in Section 5 of MHA's Personnel Policy was discussed.

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

VOTED: To revise and adopt the Hiring Policy contained in Section 5 of MHA's Personnel Policy

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

- a. The Board reviewed the Malden Babe Ruth League's request for a donation.

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 a donation in the amount of \$350 to the Malden Babe Ruth League

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

Nays: None

- b. Thank you for donation from Triangle, Inc

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

None

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

- a. Fully signed DHCD Rental Assistance Contract for 2024—2028 term, for edification

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

- a. AHACPA Public Housing Finance Conference, for edification

9. OPEN DISCUSSION

- a. Linda Bruce retirement. No action was necessary.

b. Other

ADJOURNMENT

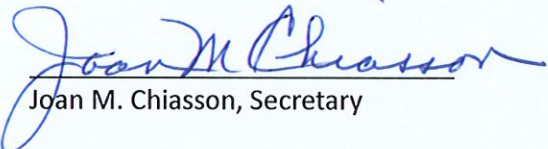
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Karin Nystrom, it was unanimously

VOTED: To adjourn

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

Nays: None

Adjourned at 9:11 AM


Joan M. Chiasson, Secretary