

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on May 23, 2023, at 9:45 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148.

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

COMMISSIONERS ATTENDING REMOTELY: None

COMMISSIONERS ABESNT: None

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

1. APPROVAL OF MINUTES

The Board reviewed the minutes of May 9, 2023

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

VOTED: To approve the minutes of May 9, 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. Acme Waterproofing Co., Inc (Acme) Bid Award—Poll Approval.

The Executive Director requested Confirmation of the prior Poll Approval of the bid award to Acme Waterproofing Co., Inc. in the amount of \$137,089 as the most responsive and responsible bidder on the 120 Mountain Ave 2nd floor repair project and authorize the Executive Director to execute a contract with Acme in the amount of the bid with all payments up to that amount being made by the Capital Fund Program (CFP).

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

by John Matheson, it was unanimously:

VOTED: To Approve Confirmation of Poll Approval of award bid of Acme Waterproofing Co., Inc in the amount of \$137,089 as the most responsive and responsible bidder on the 120 Mountain Ave 2nd floor repair project to the Company and to Authorize the Executive Director to execute a contract with the Company in the amount of the bid with all payments up to that amount being made by the CFP.

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

Nays: None

B. PRESENTATION OF MHA FY2024 PHA ANNUAL PLAN AND 2024-2028 FIVE YEAR ANNUAL PLAN WORK ITEMS INCLUSIVE OF 2024 ANNUAL STATEMENT WORK ITEMS FOLLOWING RAB BOARD DISCUSSION AS SAME

The Board received a draft PHA Annual Plan and Five-Year Plan for review. No further action at this time.

C. YMCA INVOICES (2)

The Board analyzed two (2) invoices both dated April 30, 2023 from the Malden YMCA for provision of After-School Services in the amount of \$1,765.00 for Linden and the 2nd in the amount of \$1,824.38 for Newland Street.

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 the two (2) invoices from the Malden YMCA in the amount of \$1,765,00 for Linden and \$1,824. 00 for Newland Street with payments charged to AMP 1.

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

Nays: None

D. MA GIC INVOICES (3)

The Board considered three (3) quarterly invoices all dated May 10, 2023 from MA GIC for provision of MHA health insurance coverage. The 1st is in the amount of \$231,249.39 for employees, the 2nd in the amount of \$64, 586.61 for retirees, and the 3rd in the amount of \$3,305.67 for survivors, totaling \$299,141.67.

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

VOTED: To approve payment of the three (3) invoices all dated May 10, 2023 from MA GIC for provision of MHA health insurance coverage, the 1st in the amount of \$231,249.39 for employees, the 2nd in the amount of \$64,586.61 for Retirees and the 3rd in the amount of \$3,305.67 for survivors, totaling \$299,141.67, with payment as allocated by the Finance Director

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

Nays: None

E. MALDEN POLICE INVOICES (7)

The Board examined seven (7) invoices from the Malden Police Department, as follow:

Invoice #	Amount
29109	\$619.26
29123	\$309.63
29140	\$309.63
29148	\$309.63
29165	\$928.89
29208	\$619.26
29232	\$309.63
TOTAL	\$3,405.93

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

VOTED: To approve payment of the seven (7) Malden Police Invoices totaling \$3,405.93 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

F. MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FY2023 INCOME LIMITS

The Executive Director presented the Board with DHCD's Public Housing Notice 2023-07 publishing FY2023 Income Limits and requested same be adopted for MHA's Administration of all applicable HUD and state assisted housing programs.

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

VOTED: To Approve and Adopt DHCD's FY2023 Income Limits for MHA's Administration of all applicable HUD and state assisted housing programs with implementation date as required by the specific program.

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

Nays: None

G. RICOH ADDRESSING SYSTEM

The Board was presented a request to purchase one Quadient AS-150 Addressing System and one AS-CSD# TB 390 Conveyor Stacker from Ricoh for the total cost of \$19,288.00 to facilitate MHA's mass mailing needs.

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

VOTED: To approve the purchase of one Quadient AS-150 Addressing System and one AS-CSD# TB 390 Conveyor Stacker from Ricoh for the total cost of \$19,288.00 with cost as allocated by the Finance Director.

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

Nays: None

H. BOBCAT UTILITY VEHICLES

The Board scrutinized a quote to purchase four (4) Bobcat Utility Vehicles at a cost of \$22,221.00 each for a total of \$88,884.00 utilizing the State CommBuys program to replace current vehicles for use at both Newland and Linden Developments.

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

VOTED: To approve the purchase of (4) Bobcat Utility Vehicles at a cost of \$22,221.00 each for a total of \$88,884.00 to replace current vehicles in use at both Newland and Linden Developments with cost allocated to MHA's Extraordinary Maintenance Budget.

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

Nays: None

- 4. **POLICIES AND CONTRACTS:** None

- 5. **REVIEW OF CHARITABLE REQUESTS:** None

- 6. **CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:** None

- 7. **REVIEW OF APPROVED FOR PAYMENT CAPITAL INVOICES, REQUISITIONS FOR PAYMENT AND ALL OTHER APPLICABLE PROJECT DOCUMENTATION**
 - a. Invoice and Requisition of payment dated May 12, 2023 in the amount of \$67,575.40 from Drizos Contracting for work completed on the AMP 1 Scattered site window and siding replacement project

 - b. Invoice from Scotec dated April 24, 2023 in the amount of \$15,250.00 for work completed on the Forestdale 667-3 ModPhase project

- 8. **REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS** None

9. **OPEN DISCUSSION**

- a. There was a short discussion of the RAB Meeting and upcoming PHA and Annual Plan Public Hearing.

- b. **Malden Neighborhood Basketball League**

The Executive Director presented the Board with an invitation to the Malden Neighborhood Basketball League’s Annual Banquet scheduled for 6:00 pm on Wednesday June 7, 2023 at the Malden Moose Hall.

- c. **Promotion of Section 8 Clerk, Junesy Chin**

The Board studied an email from Section 8 Program Director, Yolanda Velazquez, requesting approval of the promotion of Clerk, Junesy Chin, due to a staff resignation. Director Velazquez recommended that Ms. Chin’s salary be increased in the amount of \$2,000 for the remainder of the Fiscal Year.

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 additional compensation to Section 8 Clerk, Junesy Chin, in the amount of \$2000.00 for the remainder of the Fiscal Year.

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

Nays: None

d. Other: None

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, Joan M. Chiasson, Mark A. Lawhorne and Karin Nystrom

Nays: None

Adjourned at 10:35 AM


Joan M. Chiasson, Secretary