

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The Regular Meeting of the Malden Housing Authority (MHA) was held on September 26, 2023, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148. With a commissioner attending remotely, all votes are by roll call.

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

COMMISSIONERS ATTENDING REMOTELY: Mark A. Lawhorne

COMMISSIONERS ABSENT: None

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

1. APPROVAL OF MINUTES

The Board reviewed the Minutes of September 5, 2023.

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

VOTED: To approve the minutes of September 5, 2023.

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS:

A.) The Board perused the Section 8 and MRVP rental payments for the month of August 2023 totaling \$1,494,969.23.

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

VOTED: To approve the bills and signing of checks for August 2023.

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

Nays: None

B.) The Board studied the Revolving Fund Register for the month of August 2023 totaling \$2,384,830.96.

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 bills and signing of checks for August 2023.

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

Nays: None

3. FINANCIAL MATTERS:

A. Resolution #2023-09 Approval of MHA FY2024 Operating Budget and Authorization for Board Chairperson to sign and submit required form HUD-52574 in HUD's Public Housing Portal

The Executive Director explained the proposed Budget and requested approval of MHA's FY2024 Budget and authorization of Board Chairperson to sign and submit required form from HUD-52574 in HUD's Public Housing Portal.

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

VOTED: To approve MHA's FY2024 Budget and grant authorization and approval for the Board Chairperson to sign and submit required form from HUD-52574 in HUD's Public Housing Portal.

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

Nays: None

B. Deiulis Brothers Construction Co.Inc (Deiulis) Change Order

The Board considered a change order request in the amount of \$36,549 from Deiulis Brothers for the installation of 40 AMP GFCI breakers and new wiring in Building A on the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

VOTED: To approve the change order request in the amount of \$36,549 from Deiulis Brothers for the installation of 40 AMP GFCI breakers and new

wiring to be installed in Building A on the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

Nays: None

C. Stoneham Ford

The Board examined a quote from Stoneham Ford Motor Company in the amount of \$40,845 for the purchase of a 2023 Ford Explorer XLT for use by the Modernization and Procurement Director with payment to be made by the COCC, including vehicle registration and insurance cost.

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

VOTED: To approve the Quote and authorize payment to Stoneham Ford Motor Company in the amount of \$40,845 for the purchase of a 2023 Ford Explorer XLT for use by the Modernization and Procurement Director with payment to be made by the COCC, including vehicle registration and insurance cost.

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

Nays: None

D. Damazio Builders Inc.

The Executive Director requested the Board to Approve a Certificate of Final Completion on the Rockland Ave Roof Replacement Project dated 9-14-23 and authorization for the Executive Director to sign and submit same to EOHLC through CapHub.

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 Certificate of Final Completion from Damazio Brothers Inc. and to Authorize for the Executive Director to sign and submit same to EOHLC through CapHub.

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

Nays: None

E. HUD FY2024 Public Housing Tenant Account Receivable (TAR) balance

The Board reviewed one additional outstanding federal Public Housing Tenants' Account Receivable (TAR) balance in the amount of \$11,963.25. The Executive Director requested that the Board approve the balance to be written off to close out FY2023.

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 write off of one (1) additional HUD FY2023 Public Housing TAR balance in the amount of \$11, 963.25.

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

Nays: None

F. Malden Chamber of Commerce

The Executive Director presented a request from the Malden Chamber of Commerce for MHA's annual membership renewal in the amount of \$210.00 .

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

VOTED: To approve payment to the Malden Chamber of Commerce in the amount of \$210.00 for MHA's annual membership renewal with payment to made by the COCC.

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

Nays: None

G. MYSTIC VALLEY ELDER SERVICES

The Board perused two (2) invoices from MVES, the 1st dated 9-14-23 in the amount of \$16,736.52 for August 2023 and the 2nd dated 12-29-21 for November 2021 (invoice was never paid) in the amount of \$15,389.81 for the provision of monthly onsite Resident Service Coordinators with costs to be paid by AMP's served.

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

VOTED: To approve payment of two invoices from MVES, the 1st dated 9-14-23 in the amount of \$16,736.52 for August 2023 and the 2nd dated 12-29-21 for November 2021 in the amount of \$15,389.81 for the provision of monthly onsite Resident Service Coordinators with costs to be paid by AMP's served.

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

Nays: None

H. Diane Cohen

The Board analyzed an invoice in the amount of \$812.50 from Diane Cohen for professional consulting to the Section 8 and Occupancy staff for the month of July with payments to be paid by HUD Public Housing and Section 8.

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 invoice in the amount of \$812.50 from Diane Cohen for professional consulting provided to MHA's Section 8 and Occupancy staff for the month of July with payments to be paid by the HUD Public Housing and Section 8 programs.

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

Nays: None

I. YMCA Invoice

The Board examined an invoice in the amount of \$2,431.93 from the YMCA for the provision of Afterschool program services provided for the month of August 2023 at Newland with payments to be made by AMP 1.

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 to the YMCA for the invoice in the amount of \$2,431.93 for the provision of Afterschool program services provided for the month of August 2023 at Newland with payments to be made by AMP 1.

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

Nays: None

J. IMPUTED INTEREST RATED

The Executive Director presented a request for the Board to adopt an imputed interest rate of zero (0%) percent for public housing and section 8 program administration for FY2024.

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 adopt an imputed interest rate of zero (0%) percent for public housing and section 8 program administration FY2024

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

Nays: None

K PROCUREMENT AUTHORITY- Barbara Hooley

The Executive Director requested approval of the Executive Director’s Delegation of Procurement Authority to Executive Assistant, Barbara Hooley, as a designated MHA employee pursuant to MHA’s Procurement Policy.

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

VOTED: To approve Delegation of Procurement Authority in the amount of up to \$15,000 to Executive Assistant Barbara Hooley as a designated MHA employee pursuant to MHA’s Procurement Policy.

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

Nays: None

L. MALDEN POLICE

The Board reviewed eight (8) invoices from the Malden Police for detail coverage provided at various MHA properties totaling \$5,901.12 as follows:

Date	Invoice #	Amount
08/29/23	29959	\$327.84
08/31/23	29976	\$983.52
09/01/23	29991	\$327.84
09/06/23	30008	\$1,311.36
09/11/23	30049	\$983.52
09/11/23	30035	\$327.84
09/12/23	30064	\$327.84
09/18/23	30084	\$1,311.36
Total		\$5,901.12

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 payment of all eight (8) invoices from the Malden Police Department for a total cost of \$5,901.12 for detail coverage at various MHA developments with cost allocated to the AMPs served.

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:

a.) Malden Public Safety Day- Information only

b.) Malden Fire Department Smoke CO Alarm Policy Information Information only

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

a) Requisition for Payment dated 6/26/2023 in the amount of \$8,356.77 from Damazio Builders Inc. for work completed on the 13 Rockland Ave Roof Replacement project with payment made by the state program through CapHub.

b) Payment of an invoice from Diamond Relocation dated 8/25/2023 in the amount of \$19,807.76 for completion of eleven (11) temporary relocation moves required by

the Forestdale ModPhase project with cost paid by the state program through CapHub.

- c) Requisition for Payment # 8 dated 9/6/2023 in the amount of \$71,599.30 from Drizos Contracting for completion of work on the AMP 1 scattered site window and siding replacement project with cost paid by the capital fund.
- d) Requisition for Payment # 9 dated 9/15/2023 in the amount of \$66,077.70 from Drizos Contracting for completion of work on the AMP 1 scattered site window and siding replacement project with cost paid by the capital fund.
- e) Requisition for Payment #7 dated 9-31-23 in the amount of \$199,940.25 from Deuilis Brothers Construction for work completed on the Forestdale ModPhase project with cost paid by the state program through Cap Hub.
- f) Approval of Construction Change Directive # 7 from Deuilis Brothers Construction dated 8/9/2023 with an upside cost limit of \$13,625 to be paid by the state program through CapHub if allowed.
- g) Application and Certificate for Payment in the amount of \$13,612.42 dated 9-21-2023 from Acme Waterproofing for work completed on the 120 Mountain Ave 2nd Floor repair project with payment to be made by the Capital Fund.

8. **REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS**

- a) Nelrod Consortium Conference 4-9-24 - 4-13-24-Las Vegas NV

9. **OPEN DISCUSSION**

- a) Resignation of Board Member John Matheson accepted with regret.
- b) Save the Date-MHA Annual Holiday Party at Anthony's 12-14-24 at Noon.

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, and Karin Nystrom,

Nays: None

Adjourned at 10:15 AM


Joan M. Chiasson, Secretary