

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on June 6, 2023, at 9:00 A.M. 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

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 23, 2023.

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 minutes of May 23, 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. Approval and adoption of MHA's Massachusetts Department of Housing and Community Development (DHCD) FY2024 Capital Improvement Plan (CIP)

The Executive Director transmitted and requested the Board review the CIP and take it under advisement until the next Board Meeting.

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

VOTED: To take the CIP under advisement until the next Board Meeting.

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

Nays: None

**B. MHA FY2024 DHCD Annual Plan (PHA)
Board Resolution 2023-05**

The Executive Director requested that the Board review the PHA and take it under advisement until the next Board Meeting.

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

VOTED: To take the PHA under advisement until the next Board Meeting.

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

Nays: None

**C. MHA FY2024 HUD PHA Annual Plan Submission and Review of 2024-2028 Five Year Capital Action Plan (PHA ANNUAL and 5 YEAR).
Board Resolution 2023-06**

The Executive Director requested that the Board review the plan and take the PHA Annual and 5 year under advisement until the next Board Meeting.

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

VOTED: To Approve the motion to have the Board review the MHA's Board Resolution 2023-06 MHA FY2024 HUD OHA Annual Plan Submission and Review of 2024-2028 Five Year Capital Plan and take the PHA Annual and 5 Year Plan under advisement until the next Board Meeting.

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

Nays: None

D. DRIZOS CONTRACTING –CHANGE ORDER

The Board considered a Change Order Request from Drizos Contracting to increase the number of workdays on the AMP 1 scattered site window and siding window and siding replacement project by 76 days establishing a revised substantial completion date of 9/15/2023. There is no cost associated with the change.

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

VOTED: To approve the Change Order Request from Drizos Contracting to increase the amount of work days on the AMP 1 scattered site window and siding window and siding replacement project establish a revised Substantial completion date and Authorize the Executive Director to sign the Change Order

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

Nays: None

E. DEIULIS BROTHRS CONSTRUCTION –CHANGE ORDER—REQUEST NO.1

The Board studied the Change Order Request #1 in the amount of \$19,952 from Deiulis Brothers Construction which includes tempered glass on all new windows within 24 inches of an egress door for the Forestdale ModPhase Project.

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

VOTED: To approve the Change Order Request #1 in the amount of \$19,952 from Deiulis Brothers Construction for the Forestdale ModPhase project and authorize r the Executive Director to sign and submit same in CapHub.

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

Nays: None

F. DEIULIS BROTHERS CONSTRUCTION—CHANGE ORDER NO. 3

The Board analyzed the Change Order Request #3 in the amount of \$61,062 from Deiulis Brothers Construction which includes roller shades on all new windows and doors for the Forestdale ModPhase Project.

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

VOTED: To approve the Change Order Request #3 in the amount of \$61,062 from Deiulis Brothers Construction to include roller shades on all new windows and doors for the Forestdale ModPhase project and Authorization for the Executive Director to sign and submit same in CapHub

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

Nays: None

G. DEIULIS BROTHERS CONSTRUCTION—CHANGE ORDER NO. 4

The Board scrutinized the Change Order Request #4 in the amount of \$18,644.39 from Deiulis Brothers Construction which includes acquisition and installation of new range hoods for the Forestdale ModPhase Project.

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

VOTED: To approve the Change Order Request #4 in the amount of \$18,644.39 from Deiulis Brothers Construction for the Forestdale ModPhase project and Authorize the Executive Director to sign and submit same in CapHub

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

Nays: None

H. DEIULIS BROTHERS—CHANGE ORDER NO. 7

The Board examined Change Order Request #7 in the amount of \$3,540 from Deiulis Brothers Construction for the Forestdale ModPhase Project.

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

VOTED: To Approve Change Order Request #7 in the amount of \$3,540 from Deiulis Brothers Construction for the Forestdale ModPhase Project and authorize the Executive Director to sign and submit same in CapHub.

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

Nays: None

I. NATIONAL GRID AND/OR DEIULIS BROTHERS CONSTRUCTION REQUEST FOR EASEMENT

The Executive Director explained the need to grant one or more easements to National Grid

and/or Deiulis Brothers Construction to facilitate the new electric services to be installed in Buildings A, C and B at Forestdale 667-3 for the ModPhase Project and to authorize for the Executive Director to sign and record the easements at the Middlesex South District Registry of Deeds.

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

VOTED: To approve and grant one or more easements to National Grid and/or Deiulis Brothers Construction to facilitate the new electric services for the ModPhase Project and to authorize the Executive Director to sign and record the easements at the Middlesex South District Registry of Deeds.

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

Nays: None

J. BCM CONTROLS – FOB ACCESS AND SURVEILLANCE SYSTEM SERVICE FOR MOUNTAIN AVENUE RENEWAL

The Executive Director requested the Board to consider renewing the annual electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for 120 Mountain Ave with BCM Controls in the amount of \$15,707.

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

VOTED: To approve the renewal of the electronic fob access and surveillance system annual service agreement for the term 6/1/2023 – 5/31/2024 for 120 Mountain Ave with BCM Controls in the amount of \$15,707 and authorize the Executive Director to sign same with payment to be made by AMP 4.

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

Nays: None

K. BCM CONTROLS – FOB ACCESS AND SURVEILLANCE SYSTEM FOR PEARL STREET RENEWAL

The Board perused the renewal of the annual electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for 89 Pearl Street with BCM Controls in the amount of \$10,187.86.

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

VOTED: To approve payment to renew the annual electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for 89 Pearl Street with BCM Controls in the amount of \$10,187.86 and authorize the Executive Director to sign same with payment to be made by AMP 6.

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

Nays: None

L. BCM CONTRTOLS—FOB ACCESS AND SURVEILANCE SYSTEM FOR 312 BRYANT STREET RENEWAL

The Board studied the annual renewal of the electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for Suffolk Manor with BCM Controls in the amount of \$10,187.86.

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

VOTED: To approve the annual renewal of the electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for Suffolk Manor with BCM Controls in the amount of \$9,556.12 and authorize the Executive Director to sign same with payment to be made by AMP 2.

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

Nays: None

M. BCM CONTROLS – FOB ACCESS AND SURVEILANCE FOR 630 SALEM STREET RENEWAL

The Executive Director requested the Board to renew the annual electronic fob access and surveillance system service agreement for the term 6/1/2023 – 5/31/2024 for 630 Salem Street with BCM Controls in the amount of \$16,600.20. 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 annual renewal of the electronic fob access and surveillance system service agreement 20 for the term 6/1/2023 – 5/31/2024 for 630 Salem Street with BCM Controls in the amount of

\$16,600. and authorize the Executive Director to sign same with payment to be made by AMP 3.

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

Nays: None

N. MARCUM—INVOICE

The Board considered an invoice in the amount of \$12,705 from Marcum for completion of work on MHA's FY2022 Audit and Agreed Upon Procedures (AUP).

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 \$12,705 from Marcum for completion of work on MHA's FY2022 Audit and AUP 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

O. Approval and Confirmation of the Executive Director's Delegation of Procurement Authority and Credit Card Use.

The Executive Director requested the Board's consideration of approving and confirming his delegation of Procurement Authority and Credit Card Use to Assistant Public Housing Director, Nicole Caruso, in the amount of \$10,000 pursuant to MHA's Procurement Policy.

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

VOTED: To approve Procurement Authority and Credit Card Use to Assistant Public Housing Director, Nicole Caruso, in the amount of \$10,000 pursuant to MHA's Procurement Policy.

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

Nays: None

P. MALDEN POLICE—INVOICES (3)

The Board studied three (3) invoices as follows:

<u>DATE:</u>	<u>INVOICE NO.</u>	<u>AMOUNT</u>
5/5/2023	29090	\$ 619.26
5/22/2023	29250	928.89
5/26/2023	29288	619.26
	Total	<u>\$2,167.41</u>

totaling \$2,167.41, for uniformed detail patrols completed by Malden Police Department Officers at various MHA HUD assisted properties.

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

VOTED: To approve payment of the three (3) invoices, totaling \$2,167.41, for Police details at various HUD assisted properties with payment to be made by the AMPs served.

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

Nays: None

4. **POLICIES AND CONTRACTS:**

None

5. **REVIEW OF CHARITABLE REQUESTS:**

A. Dana Farber Cancer Institute

The Executive Director presented a request for a donation from the Dana-Farber Cancer Institute.

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

VOTED: To table said request until October 1, 2023.

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

Nays: 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. Payment of the Requisition in the amount of \$674,500 from Homer Contracting for work completed on the AMP 1 Newland window and siding replacement project with payment made by the CFP.
- b. Payment of an Invoice from Socotec on the 120 Mountain Ave 2nd floor repair project in the amount of \$14,075 for completion of design and other work with payment made by the CFP.
- c. Payment of an invoice from Drizos Contracting in the amount of \$158,884.65 for work completed on the Scattered Sites Window and Siding project.
- d. Payment of an invoice from Deiulis Brothers Construction in the amount of \$378,700.00 for work completed on the Forestdale 667-3 ModPhase project.

8. REVIEW OF APPROVED TRAINING AND CONFERENCE OFFERINGS

None

9. OPEN DISCUSSION

The Board was polled for convenient Board Meeting dates for the upcoming Summer of 2023

After due discussion, the following dates were scheduled:

Tuesday, July 18, 2023, at 8:30AM

Tuesday, August 22, 2023, at 8:30AM

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 10:10 AM

06/06/2023


Joan M. Chiasson, Secretary