

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority (MHA) was held on October 10, 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 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. BOARD OFFICERS ELECTION

The Board considered the need for the election of the new officers effective Oct. 1, 2023

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

VOTED: To approve the election of the new Board Officers effective Oct. 1, 2023 as follows: Joan M. Chiasson, Chair, Mark A. Lawhorne, Vice Chair, Karin Nystrom, Secretary and William P. Hurley, Treasurer: Assistant Treasurer-vacant.

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

Nays: None

2. APPROVAL OF MINUTES

The Board reviewed the Minutes of September 26, 2023.

After due discussion and upon motion duly made by Karin Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve the minutes of September 26, 2023.

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

Nays: None

3. **APPROVAL OF BILLS AND SIGNING OF CHECKS:** None

4. **FINANCIAL MATTERS:**

A. **MHA Resolution No. 2023-10:**

The Executive Director requested approval of MHA's FY 2024 Budget, prepared pursuant to EOHLC's published FY2024 Budget Guidelines, and authorize Board Members and the Executive Director to sign all requisite duly authorized budget certifications for the 400-1, MRVP and 689-C State Housing Programs, together with all other required certifications and documentation, as well as to further authorize the Executive Director and MHA's Fee Accountant to submit the Budget and all required certifications and documentation to EOHLC.

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

VOTED: To approve MHA's FY 2024 Budget and grant authorization for Board Members and the Executive Director to sign all requisite duly authorized budget certifications for the 400-1, MRVP and 689-C State Housing Programs, together with all other required certifications and documentation and to further authorize the Executive Director and MHA's Fee Accountant to submit the Budget and all required certifications and documentation to EOHLC.

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

Nays: None

B. **MHA's Resolution No. 2023-11**

The Board examined the submittal to EOHLC of MHA's FY 2024 Executive Director Salary Certification and Worksheet Tool at the Board-approved salary of \$175,925.00 for thirty-seven and one-half (37.5) hours worked each week and attach a true and accurate copy of the contract of employment between the MHA and the Executive Director fully reporting the Executive Director's FY 2024 Salary.

After due discussion and upon motion duly made by Karin Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve to certify, authorize and approve the Board Chairperson to sign and the Executive Director to submit to EOHLC the MHA's FY 2024 Executive Director Salary Certification and Worksheet Tool at the Board approved salary of \$175,925.00 for thirty-seven and one-half (37.5) hours worked each week and attach a true and accurate copy of the contract of employment between the MHA and the Executive Director fully reporting the Executive Director's FY 2024 Salary.

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

Nays: None

C. MHA Resolution No. 2023-12

The Board scrutinized forms SF-424, HUD-50071 and any other form required to finalize submission of MHA's CY2024 Operating Fund Grant Application in HUD's Public Housing Portal.

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

VOTED: To approve to certify, authorize and approve the Executive Director completion and submission of forms SF-424, HUD-50071 and any other form required to finalize submission of MHA's CY2024 Operating Fund Grant Application in HUD's Public Housing Portal.

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

Nays: None

D. HUD's Published FY2024 Fair Market Rents

The adoption of HUD's Published FY2024 Fair Market Rents at 100% by Bedroom Size as the Malden Housing Authority's FY2024 Section 8 HCV Program Payment Standards by Bedroom Size for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, the Lawrence HUD Metro FMR Area, the Brockton HUD Metro FMR Area and the Lowell HUD Metro FMR Area, as well as Adopting HUD's Published FY2024 Fair Market Rents for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area at 85% by Bedroom Size as the Malden Housing Authority's FY2024 Public Housing Flat Rents by Bedroom Size, all to be implemented as of December 1, 2023, was analyzed by the Board. Also, there is a need to void and rescind all previous Votes on these matters.

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

VOTED: To approve and adopt HUD's Published FY2024 Fair Market Rents at 100% by Bedroom Size as the Malden Housing Authority's FY2024 Section 8 HCV Program Payment Standards by Bedroom Size for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area, the Lawrence HUD Metro FMR Area, the Brockton HUD Metro FMR Area and the Lowell HUD Metro FMR Area, as well as Adopting HUD's Published FY2024 Fair Market Rents for the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area at 85% by Bedroom Size as the Malden Housing Authority's FY2024 Public Housing Flat Rents by Bedroom Size, all to be

implemented as of December 1, 2023, and to void and rescind all previous votes on these matters.

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

Nays: None

E. MA Group Insurance Commission (GIC)

The Board examined three (3) invoices for Quarter 1 (July thru September 2023) each dated 9/25/2023 from GIC for Health Insurance, the 1st in the amount of \$231,491.88 for employees, the 2nd in the amount of \$65,223.76 for retirees and the 3rd in the amount of \$3,424.32 for survivors, for a total of \$300,139.96 with cost as allocated by the Finance Director.

After due discussion and upon motion duly made Karin Nystrom and seconded by William P Hurley, it was unanimously:

VOTED: To approve payment of the three invoices from GIC for Quarter 1 for a total of \$300,139.96 for Health Insurance for employees, retirees and survivors with cost as allocated by the Finance Director

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

Nays: None

F. Philadelphia Insurance Companies—Invoices (6)

The Board scrutinized six (6) invoices from the Philadelphia Insurance Companies for Option B flood insurance coverage on the following Linden Properties: 87 – 93 Plainfield Ave dated 9/14/2023 in the amount of \$2,184; 69 – 75 Coleman Street dated 9/26/2023 in the amount of \$2,134; 77 – 83 Coleman Street dated 9/26/2023 in the amount of \$2,109; 85 – 91 Coleman Street dated 9/26/2023 in the amount of \$2,213; 93 – 99 Coleman Street dated 9/26/2023 in the amount of \$2,231; and 109 – 115 Coleman Street dated 9/26/2023 in the amount of \$2,271, totaling \$13,142 with all cost to be paid by AMP 1.

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

VOTED: To approve payment to Philadelphia Insurance Companies for six (6) invoices for Option B flood coverage on the following Linden Properties: 87 – 93 Plainfield Ave dated 9/14/2023 in the amount of \$2,184; 69 – 75 Coleman Street dated 9/26/2023 in the amount of \$2,134; 77 – 83 Coleman Street dated 9/26/2023 in the amount of \$2,109; 85 – 91 Coleman Street dated 9/26/2023 in the amount of \$2,213; 93 – 99 Coleman Street dated 9/26/2023 in the amount of \$2,231; and

109 – 115 Coleman Street dated 9/26/2023 in the amount of \$2,271, totaling \$13,142 with all cost to be paid by AMP 1

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

Nays: None

G. JAMES HENNESSEY

The Board examined three (3) invoices from James Hennessey each dated 10/2/2023, the 1st in the amount of \$3,000 for Section 8 and federal public housing hearing activities, the 2nd in the amount of \$3,982.50 for completion of Section 8 HCV SEMAP HQS Inspections and the 3rd in the amount of \$967.50 for completion of State Inspections activities at Forestdale for a total of \$7,950.00 with costs to be paid by the programs served.

After due discussion and upon motion duly made by Karin Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve and authorize payment of three invoices from James Hennessey for a total amount of \$7,950.00 with costs to be paid by the programs served.

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

Nays: None

H. Diane Cohen

The Board analyzed an invoice dated 10/1/23 in the amount of \$625.00 from Diane Cohen for conducting a Section 8 informal hearing with costs to be paid by the Section 8 program.

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

VOTED: To approve payment of the invoice in the amount of \$625.00 from Diane Cohen for conducting a Section 8 informal hearing with costs to be paid by the Section 8 program.

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

Nays: None

I. YMCA Invoice

The Board examined an invoice in the amount of \$4,166.67 dated 10/3/2023 from the YMCA for provision of membership utilizations (761) to MHA federal public housing families for the month of September 2023 with payment to be made by the COCC.

After due discussion and upon motion duly made by William P. Hurley and seconded by Karin Nystrom, it was unanimously:

VOTED: To approve and authorize payment to the YMCA for the invoice in the amount of \$4,166.67 for provision of membership utilizations to MHA federal housing families for the month of September with payment to be made by the COCC.

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

Nays: None

J. Malden Police

The Board analyzed two (2) invoices from the Malden Police for detail coverage provided at various MHA properties, the 1st #30117 dated 9/22/23 in the amount of \$655.68 and the 2nd #30133 dated 9/25/23 in the amount of \$983.52, totaling \$1,639.20 with cost to be paid by the AMPs served.

Invoice	Date	Amount
30117	9/22/23	\$655.68
30133	9/25/23	\$983.52
Total		\$1,639.20

After due discussion and upon motion duly made by Karin Nystrom and seconded by William P. Hurley, it was unanimously:

VOTED: To approve and authorize payment of two (2) invoices from the Malden Police Department for a total cost of \$1,639.20 for detail coverage at various MHA developments with cost to be allocated by AMPs served.

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

Nays: None

K ACME WATERPROOFING

The Executive Director requested authorization and approval for the Certificate of Final Completion on the 120 Mountain Ave 2nd Floor repair project from ACME Waterproofing and complete all additional documents required to close out this Capital Fund project.

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

VOTED: To approve and authorize the Executive Director to accept and sign the Certificate of Final Completion on the 120 Mountain Ave 2nd Floor repair project from ACME Waterproofing and complete all additional documents required to close out this Capital Fund project.

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

Nays: None

L. DEIULIS BROTHERS

The Board considered a Change Order proposal from Deiulis Brothers dated 10/5/2023 in the amount of \$11,102.42 to provide for temporary electric power for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

VOTED: To approve a Change Order proposal from Deiulis Brothers dated 10/5/2023 in the amount of \$11,102.42 to provide for temporary electric power for the Forestdale ModPhase project with cost to be paid by the state program through CapHub.

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

Nays: None

5. POLICIES AND CONTRACTS None

6. REVIEW OF CHARITABLE REQUESTS None

7. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS:

a.) Thank You note from Bread of Life for MHA's \$100.00 donation in support of the Annual Bread of Life Walk on 10/1-2023 Review only

b.) NAHRO Monitor Review only

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

- a.) Invoice from Socotec dated 9/26/2023 in the amount of \$13,725 for project administration work completed on the Forestdale ModPhase project with payment made by the state program through CapHub.
- b.) Application for payment from Acme Waterproofing for work completed on the 120 Mountain Ave 2nd Floor repair project, dated 9/26/23 in the amount of \$15,600.20 with payment made by the capital fund.
- c.) Application for payment dated 9/29/23 in the amount of \$34,912.49 from Stanley Roofing Company for work completed on the 89 Pearl Street Roof Replacement with cost to be paid by the capital fund.
- d.) Application for payment dated 10/4/2023 in the amount of \$75,370.04 from Drizos Contracting Co. for work completed on the AMP 1 Scattered site window and siding project with cost paid by the capital fund.

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

- a) PHADA 2024 Commissioners Conference - January 6th thru 11th, 2024-San Diego, CA

10. **OPEN DISCUSSION**

- a) Save the Date: NSHEDA Annual Legislative Breakfast-Friday, November 17th, 2023 10:30am at Spinelli's Lynnfield, MA.
- b) EOHLC Board Member Training Update
- c) The Executive Director requested the Board to consider making a donation from MHA to allow supervisory staff to purchase holiday gift cards for public housing residents and voucher participant families.

After due discussion and upon motion duly made by William P. Hurley to donate \$5000.00 and seconded by Karen Nystrom, it was unanimously:

VOTED: To approve a donation in the amount of \$5000.00 from the COCC to allow supervisory staff to purchase holiday gift cards for various public housing residents and voucher participant families.

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

Nays: None

ADJOURNMENT


After due discussion and upon motion duly made by William P. Hurley and seconded by Karin Nystrom, it was unanimously:

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:25 AM



Karin Nystrom, Secretary