

THE REGULAR MEETING OF THE MALDEN HOUSING AUTHORITY

The regular meeting of the Malden Housing Authority, (MHA) was held on December 13, 2022, at 8:30 AM at the office of the Authority, 630 Salem Street, Malden, MA 02148

COMMISSIONERS ATTENDING: William P. Hurley and Joan M. Chiasson

COMMISSIONER ATTENDING
REMOTELY: Mark A. Lawhorne

COMMISSIONERS ABSENT: John P. Matheson

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

1. APPROVAL OF MINUTES OF NOVEMBER 8, 2022 AND NOVEMBER 22, 2022

The minutes of November 8, 2022, and November 22, 2022, were presented to the Board for their review. After due discussion and upon motion duly made Joan M. Chiasson and seconded by Mark A. Lawhorne, it was unanimously

VOTED: To approve the minutes of November 8, 2022 and
November 22, 2022

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

Nays: None

2. APPROVAL OF BILLS AND SIGNING OF CHECKS

The Board scrutinized the itemization of the following 1.) Section 8 HAP and Massachusetts Rental Voucher Housing Program ("MRVP") Registers, totaling \$1,403,595.36; and 2.) the Revolving Fund Register, totaling \$1,325,998.61.

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 bills and signing of checks.

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

Nays: None

3. FINANCIAL MATTERS

A. FEE PROPOSAL-MK Architecture LLC (MK)

The Executive Director received confirmation on November 28, 2022 of a fee proposal in the amount of \$7,480 plus reimbursables from MK for completion of a study to assess the electrical and plumbing (natural gas) systems at the Suffolk Manor and Newland Street developments to assist MHA with determining the best course of action in addressing the Massachusetts Department of Public Utilities' (DPU) cited natural gas violations.

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 fee proposal from Michael Kim Associates in the sum of \$7480 plus reimbursables and authorize the Executive Director to contract to study options available to MHA to address DPU's determination of gas pipeline operator violations at Suffolk Manor and Newland Street developments.

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

Nays: None

B. SOCOTEC AE CONSULTING LLC (SOCOTEC) -INVOICE

The Board studied an invoice dated November 21, 2022, in the amount of \$1,825 from Socotec for design investigation completed on the 120 Mountain Avenue building envelope 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 payment to Socotec in the amount of \$1,825 from the Capital Fund.

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

Nays: None

C. MK ARCHITECTURE LLC (MK)- INVOICE

The Board considered an invoice in the amount of \$126,060 dated December 6, 2022 from MK for design and bid phase work completed on the AMP 1 window and siding replacement project.

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

VOTED: To pay the invoice from MK in the amount of \$126,060 for design work at AMP 1, to be paid by the CFP.

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

Nays: None

D. DIANE COHEN- INVOICE

The Board considered an invoice dated November 2, 2022, from Diane Cohen in the amount of \$625 for consulting services provided in revising the ACOP to comport with updated and revised legal and regulatory requirements and HUD Guidance to be paid by the Federal Public Housing program.

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

VOTED: To pay the invoice from Diane Cohen in the amount of \$625 for consulting services.

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

Nays: None

E. YMCA- IVOICE

The Board reviewed the monthly invoice in the amount of \$4,166.67 from the YMCA for the provision of membership services to 611 of MHA's HUD assisted resident families.

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 payment of \$4,166.67 to the YMCA for Federal Resident Family Membership services for the month of November 2022 to be paid from the COCC.

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

Nays: None

F. MJS CONSTRUCTION—CHANGE ORDER

The Board examined a change order from MJS Construction in the amount of \$4112.14 which included 30 additional days for completion of the contract on the AMP 1 basement water infiltration remediation project.

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 change order from MJS with payment from AMP 1 and authorize the Executive Director to sign the change order.

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

Nays: None

G. TI SALES (TI) – INVOICE

The Board reviewed a quote from TI for the purchase of (10) Neptune R900 RF Meter Interface DATA Loggers (Meters) at a total cost of \$1,350 to complete water consumption tracking and reporting. The Executive Director explained that once MHA's needs are met, MHA would donate the Meters to the City of Malden Water Department.

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 purchase of 10 Meters to complete water consumption tracking and reporting at MHA's mixed population AMPs and to donate the Meters to the City of Malden Water Department when MHA's use of the Meters is complete.

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

Nays: None

H. MYSTIC VALLEY ELDER SERVICES -INVOICE

The Board perused an invoice dated December 8, 2022, in the amount of \$12,853.19 from Mystic Valley Elder Services for the provision of onsite resident service coordinators.

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 an invoice in the amount of \$12,853.19 from Mystic Valley Services for the provision of onsite resident services at various properties with cost to be paid by the AMPs serviced.

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

Nays: None

I. GORDON GRIFFIN LLC

The Board considered the renewal Engagement letter from Gordon Griffin LLC for fee accountant services for FY2023, and from Marcum LLP for completion of the MHA's FY2022 Single Act Audit and AUP.

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

VOTED: To authorize and approve the Executive Director to sign the renewal Engagement Letter with Gordon Griffin LLC for FY 2023 fee accounting services, and with Marcum LLP for completion of the MHA's FY2022 Single Act Audit and AUP services.

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

Nays: None

J. MALDEN POLICE DEPARTMENT- INVOICES- (7)

The Board studied seven (7) invoices from the Malden Police Department in the total of \$4,644.45 for details worked as follows:

<u>Dated</u>	<u>Invoice No.</u>	<u>Amount</u>
11/18/2022	28000	\$ 928.89
11/21/2022	28010	309.63
11/23/2022	28024	309.63
11/29/2022	28035	1,548.15
11/30/2022	28049	619.26
12/01/2022	28060	309.63
12/05/2022	28072	<u>619.26</u>

TOTAL \$4,644.45

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

VOTED: To approve payment of the seven (7) Malden Police invoices in the total amount of \$2,167.41 for details worked with cost allocated against the AMPs served.

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

Nays: None

K. DIRECT ENGERY

The Board was presented with a bid and proposed contract from Direct Energy Business Marketing LLC (Direct) for (3) three-year fixed pricing of MHA's natural gas supply for the period January 1, 2024, to December 30, 2026.

VOTED: To approve Direct Energy and the Most Responsive and Responsible Respondent and authorize the Executive Director to contract with the Company for (3) three-year fixed pricing of MHA's natural gas supply for the period January 1, 2024, to December 30, 2026.

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

Nays: None

L. BID PROPOSAL FOR IT SUPPORT SERVICES

The Board analyzed the memorandum from Ed Fahey dated Dec. 9, 2022, with annual bid proposals for IT Support Services as follows:

IUVO Technologies	\$ 82,936
Hourly rate	250
Bulletproof	\$115,020
Hourly rate	200
HIQ Computers	\$ 81,600
Hourly rate	150

Retro Fit Technologies, Inc	\$112,668
Hourly rate	\$ None Listed

The memorandum noted that IUVO has extensive experience with public housing authorities.

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

VOTED: To approve UVO Technologies as the most responsive and Responsible Respondent for the provision of IT Support Services with an annual fee of \$82,936 and an hourly rate of \$250 and authorize the Executive Director to sign a one year contract with the Company with sole discretion in MHA to extend the award for up to four (4) consecutive one-year terms.

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

Nays: None

4. POLICIES AND CONTRACTS

a) ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)
AND ADMINISTRATIVE PLAN(ADMINPLAN) REVISIONS

The Board reviewed revisions to the ACOP and Section 8 Admin Plan to comport with new and updated legal and regulatory requirements. The revisions were predominantly updating references to citations, regulations and notices.

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

VOTED: To approve and adopt the revisions to both MHA' s Public Housing ACOP and Section 8 Administrative Plan to comport with updated legal and regulatory requirements and HUD guidance contained in various PIH and Federal Register Notices.

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

Nays: None

5. REVIEW OF CHARITABLE REQUESTS

- a) A request for a donation from the Malden YWCA was perused by the Board.

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

VOTED: To donate \$200 from the COCC to the Malden YWCA

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

Nays: None

- b) A request for a donation from the Bread of Life was considered by the Board.

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

VOTED: To donate \$200 from the COCC to the Bread of Life

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

Nays: None

6. CORRESPONDENCE, PUBLICATIONS AND COMMUNICATIONS

- a) A request from NERC NAHRO to place an ad in the Mid-Winter Conference Program Book was scrutinized.

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 a full-page ad in the NERCNAHRO Program Book for the sum of \$175 to be paid by the COCC.

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

Nays: None

7. OPEN DISCUSSION

- a) The Holiday Party reminder—Thursday December 15th Noon at Anthony's.
- b) Discussion of Mayor's revision to the City of Malden Holiday time off schedule.

December 23rd, 2022 and December 30th, 2022 half day off.

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

VOTED: To allow the staff to have a half day off on December 23, 2022 and December 30, 2022.

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

Nays: None

c) **NERC NAHRO MID-WINTER CONFERENCE**

The Board was presented with a flyer for the NERC NAHRO Mid-Winter Conference, February 5-8, 2023, at Mohegan Sun Conference Center in Montville, Ct.

VOTED: To authorize Commissioners and staff to attend the NERCNAHRO Mid-Winter Conference with MHA paying all eligible costs.

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

Nays: None

ADJOURNMENT

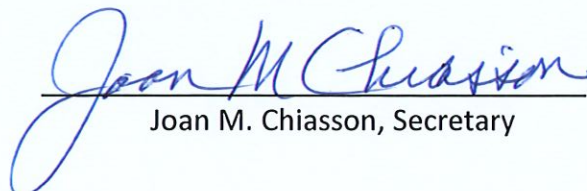
After due discussion and upon motion duly made by Mark A. Lawhorne and seconded by Joan M. Chiasson, it was unanimously

VOTED: To Adjourn

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

Nays: None

Adjourned at 9:05 AM


Joan M. Chiasson, Secretary